

**Mailing Address:**  
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**STATE OF VERMONT  
JOINT FISCAL COMMITTEE**  
1 Baldwin Street  
Montpelier, Vermont 05633-5701

## MEMORANDUM

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**To:** James Reardon, Commissioner of Finance & Management

**From:** Rebecca Buck, Staff Associate *RB*

**Date:** November 15, 2007

**Subject:** Status of Grant Request

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No Joint Fiscal Committee member has requested that the following item be held for review:

**JFO #2300** – \$115,106 grant from the U.S. Department of Health and Human Services, Federal Office of Refugee Resettlement to the Agency of Human Services, Central Office. These funds will be used to provide education and vocational training to 25 recently arrived African refugees. While these funds will be overseen by the State Refugee Coordinator, they will be passed through to three non-profit organizations to provide welding skills training, English language training, and placement in related employment.

*[JFO received 10/16/07]*

In accordance with 32 V.S.A. §5, the requisite 30 days having elapsed since this item was submitted to the Joint Fiscal Committee, the Governor's approval may now be considered final. We ask that you inform the Secretary of Administration and your staff of this action.

cc: Linda Morse  
Cynthia LaWare  
Denise Lamoureux

**From:** Michael Obuchowski  
**To:** Rebecca Buck  
**Date:** 11/1/2007 8:22 AM  
**Subject:** Re: 2 week request to hold date for JFO #2300

Yes, with the reservations expressed in my questions. Still not satisfied regarding the propriety of the arrangement.

>>> Rebecca Buck 11/1/2007 6:47 AM >>>

Good morning Obie. Today is the 2 week request to hold date for JFO #2300 (\$115,106 pass thru grant re: education/vocational training to African refugees). Are you ok with this item to proceed? --Becky

**From:** "Giffin, Jim" <Jim.Giffin@ahs.state.vt.us>  
**To:** <obie@leg.state.vt.us>, <rbuck@leg.state.vt.us>  
**Date:** 10/27/2007 8:38 AM  
**Subject:** FW: Rep. Obuchowski follow-up questions regarding JFO #2300

**CC:** "Lamoureux, Denise" <Denise.Lamoureux@ahs.state.vt.us>  
Dear Representative Obuchowski

Please find below answers to your further questions.

Jim Giffin

241-2949

Follow up to questions 3 and 5) We are seeking a more specific response in regard to the wage scales and benefits offered. What specifically would be a salary range(s) for firms employing newly trained workers?

Wages: Welders, Cutters, which also includes:

- Welders, Production
- Welders and Cutters
- Welder-Fitters

Locations

May 2006

hourly rates

annual rates

Average

Median

Midrange

Average

Median

Midrange

Burlington-South Burlington MSA

\$17.18

\$16.81

\$14.79 -

\$19.78

\$ 35,720

\$ 34,970

\$ 30,760 -

\$ 41,140

Source: Occupational Employment Statistics, Vermont Labor Market Information, U.S. Bureau of Labor Statistics <<http://www.bls.gov/oes/>> , released July 2007.

Do these firms offer health care benefits?

The Economic and Labor Market Information division of the VT Dept of Labor conducts regular surveys of employers to find out what kind of benefits are provided. The results are compiled by businesses size, but it is not available by industry. The most recent survey is from 2005 and indicates the following:

#### 2005 FRINGE BENEFIT SURVEY

Private Industry Employers

By Employment Size of Firm 1 - 9 10 - 19 20 - 49 50 - 249 250 + All Sizes

#### Benefits Offered

Health Insurance	51%	78%	88%	99%	100%
	58%				

Family Coverage	77%	88%	93%	99%	100%
	80%				

At Fab-Tech, all hourly employees are eligible for their health

insurance plan as of the first of the month following 90 days of service. We believe that this is typical of the conditions for the other employers in the same industry.

Would they and FAB-TECH, Inc. pay a "livable wage" as calculated in the "Basic Needs Budgets and the Livable Wage" revised report of March 2007?

Typically, at Fab-Tech, the entry-level TIG welders start at \$12 per hour.

The revised report mentioned above refers to hourly wages of \$17.79 with health care for employers or \$20.55 without health care for employers, for a VT urban family of 4, with 2 working parents. While the average and median wages for welders do not reach to that level, they are a good step in that direction. This is especially true when compared with the average hourly wage of African-born refugees in Vermont, which currently stands at approximately \$9.00 / hour.

Resettled refugees, who are generally young, motivated members of our community, are one durable solution to Vermont's aging workforce. This project has the potential to improve household incomes for large, low-income refugee families.

Original question and response 4) Are any of the firms employing these newly trained workers making

any contributions toward the training?

--Not at this time, but the project partners have the intention of requesting their involvement once the project is underway.

Follow up to question 4) Could you provide specific examples regarding the type of involvement that will be requested by the project partners?

The project upon which this program is based - a construction skills training project for limited English proficient refugees in the State of Georgia - utilizes several key employers and trade associations as project advocates. These key employers vouch for the viability of the project with other employers in their trade. This project will utilize employers in a similar way to expand the pool of possible employers.

This project will also ask participating employers to not only hire graduates, but also build graduates into their workforces as formal "apprentices". The apprenticeship distinction binds the employer into a progressive wage scale and skills development plan, agreed upon by the employee and the employer under the auspice of the State, tied directly to the number of hours an employee logs. The Department of Labor's Apprenticeship Program Manager, Pat Nagy's Letter of Support for this project was included with the application material.

Original question and response 6) Advance Welding Institute (AWI) will be providing services for a

portion of these grant funds. Was that through any bidding process?

--The AWI was brought in at the conceptual stage of the project proposal because of their capacity to offer the range of instruction necessary for the project, with an emphasis on hands-on welding instruction and

the ability to host an English Language Training component. In addition, their location is on the bus route and easily accessible to refugees living in Chittenden county. AWI has years of experience working with area employers and almost 100% of graduates are successfully placed in welding positions.

Follow up to question 6) AWI will be paid approximately \$62,000 for their services. How do we know we are getting the best value for the money spent? Are there other organizations that provide these services? If so, were they considered?

The American Welding Institute lists 3 schools offering welding training in Vermont: The AWI in South Burlington, the North Country Career Center in Newport and the Northlands Job Corps Center in Vergennes. The AWI is the only school listed that is located in Chittenden county where the African refugee population live. In addition, the Northlands Job Corps eligibility for services limits the population to 16 to 24 years old and most are in a residential program.

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CAUTION: The Agency of Human Services cannot ensure the confidentiality or security of email transmissions.

**From:** Rebecca Buck  
**To:** Giffin, Jim  
**Subject:** Re: Rep. Obuchowski **follow-up** questions regarding JFO #2300

Good morning Jim. Representative Obuchowski has some follow-up questions to the answers provided to his questions of Monday, October 22. He is seeking additional specific information with regard to the following questions and responses:

Original question and response 3) Do you have any information as to the wage scale of FAB-TECH, Inc.?  
--We do not have the FAB-TECH pay scale, but we feel confident that it is higher than the wage scale of entry level housekeepers at hotels and hospitals, where most of the refugees that will participate now work.

and

Original question and response 5) What, if any, do these firms employing newly trained workers offer in the way of benefits (health care, etc.)? Are the salaries competitive?  
--Salaries and benefit packages in this industry are competitive with companies hiring other skilled trade workers. These salaries and benefit packages are much more competitive than those for entry level unskilled positions.

**Follow up to questions 3 and 5)** We are seeking a more specific response in regard to the wage scales and benefits offered. What specifically would be a salary range(s) for firms employing newly trained workers? Do these firms offer health care benefits? Would they and FAB-TECH, Inc. pay a "livable wage" as calculated in the "Basic Needs Budgets and the Livable Wage" revised report of March 2007?

Original question and response 4) Are any of the firms employing these newly trained workers making any contributions toward the training?  
--Not at this time, but the project partners have the intention of requesting their involvement once the project is underway.

**Follow up to question 4)** Could you provide specific examples regarding the type of involvement that will be requested by the project partners?

Original question and response 6) Advance Welding Institute (AWI) will be providing services for a portion of these grant funds. Was that through any bidding process?  
--The AWI was brought in at the conceptual stage of the project proposal because of their capacity to offer the range of instruction necessary for the project, with an emphasis on hands-on welding instruction and the ability to host an English Language Training component. In addition, their location is on the bus route and easily accessible to refugees living in Chittenden county. AWI has years of experience working with area employers and almost 100% of graduates are successfully placed in welding positions.

**Follow up to question 6)** AWI will be paid approximately \$62,000 for their services. How do we know we are getting the best value for the money spent? Are there other organizations that provide these services? If so, were they considered?

I hope the format I used to frame Rep. Obuchowski's request for additional specific information is clear to understand. If you need further clarification please feel free to give me a call at 828-5969. As is our normal process, please cc me on your response to Rep. Obuchowski. Thanks Jim. --Becky



>>> "Giffin, Jim" <[Jim.Giffin@ahs.state.vt.us](mailto:Jim.Giffin@ahs.state.vt.us)> 10/23/2007 2:43 PM >>>  
Dear Representative Obuchowski.

I am passing on unedited Ms Lamoureux responses since she did such a nice job.

Sincerely,

Jim Giffin

AHS - CFO

241-2949

---

From: Lamoureux, Denise  
Sent: Tuesday, October 23, 2007 12:12 PM  
To: Giffin, Jim; Flood, Patrick  
Subject: RE: Questions from Rep. Obuchowski regarding JFO #2300  
Importance: High

Jim / Patrick,

I answered Rep. Obuchowski's questions below. Please, review before sending them to R. Buck and Rep. Obuchowski. Would you also cc me on your message?

Thank you,

Denise

-----Original Message-----

From: Rebecca Buck [<mailto:rbuck@leg.state.vt.us>]

Sent: Monday, October 22, 2007 12:55 PM  
To: Giffin, Jim  
Cc: Lamoureux, Denise; Michael Obuchowski; Steve Klein  
Subject: Questions from Rep. Obuchowski regarding JFO #2300

Hi Jim. Rep. Michael Obuchowski has the following questions regarding JFO #2300 (\$115,106 Refugee Workforce Development Project).

1. How were these non-profits chosen?

We need to clarify that two of the organizations are non-profit: The Association of Africans Living in Vermont (AALV) and the Vermont Refugee Resettlement Program (VRRP). The Advanced Welding Institute (AWI) is a private, for profit, company.

This project is a government / non-profit / business partnership. The idea for this project originated from the AALV director, George Wright. The AALV approached VRRP and AWI and developed the proposal. VRRP, who has the refugee English Language Training expertise, agreed to be a part of the project only if the State Refugee Office was the grant applicant because they felt that the State Refugee Office had more experience in grant oversight than the AALV, who became a service provider recently. The AWI was selected as the third partner for the reasons outlined in question # 6. The State Refugee Office agreed to apply for the grant because it increased the chances of being successful in obtaining it and it was a good, innovative project. The State Refugee Coordinator will provide leadership, oversight and facilitate collaboration with the Department of Labor. If successful, this project could be emulated for other workforce development areas such as training refugees to become certified nursing assistant.

How will the performance of the three non-profit organizations be secured?

ORR requires semi-annual financial and detailed program performance reports and a final summary report at the end of the project. These will be prepared by the lead agency of the project, AALV and reviewed by the State Refugee Coordinator before she submits them to ORR. The State Refugee Coordinator will stay in close contact with the grantees thorough the project, monitor progress and work closely with partners to adjust activities, if / when necessary.

2. Is there guaranteed employment after program completion? There is no guarantee of employment. However, the project will leverage the

extensive employment contacts of AWI, ALLV and VRRP. In addition, the Dept of Labor offered to help connect the project partners with employers in this sector. The grant has the support of the head of apprenticeship program at DOL and will enroll some of the graduates in apprenticeship opportunities.

3. There is a letter of support from FAB-TECH included in the grant package and within that letter there is a reference to the need for skilled and semi-skilled tradesmen, especially "TIG welders". What is TIG welding? Gas Tungsten Arc Welding (GTAW) is frequently referred to as TIG welding. TIG welding is a commonly used high quality welding process. TIG welding has become a popular choice of welding processes when high quality, precision welding is required.

Do you any information as to the wage scale of FAB-TECH, Inc.? We do not have the FAB-TECH pay scale, but we feel confident that it is higher than the wage scale of entry level housekeepers at hotels and hospitals, where most of the refugees that will participate now work.

4. Are any of the firms employing these newly trained workers making any contributions toward the training? Not at this time, but the project partners have the intention of requesting their involvement once the project is underway.

5. What, if any, do these these firms employing newly trained workers offer in the way of benefits (health care, etc.)? Are the salaries competitive? Salaries and benefit packages in this industry are competitive with companies hiring other skilled trade workers. These salaries and benefit packages are much more competitive than those for entry level unskilled positions.

6. Advance Welding Institue (AWI) will be providing services for a portion of these grant funds. Was that through any bidding process? The AWI was brought in at the conceptual stage of the project proposal because of their capacity to offer the range of instruction necessary for the project, with an emphasis on hands-on welding instruction and the ability to host an English Language Training component. In addition, their location is on the bus route and easily accessible to refugees living in Chittenden county. AWI has years of experience working with area employers and almost 100% of graduates are successfully placed in welding positions.

7. Has the agency of human services done this type of refugee resettlement training program before? The Agency of Human Services has

overseen refugee resettlement and coordinated private and public refugee resources in the State since 1980, when refugee resettlement formally began in Vermont. The State Refugee Coordinator administers social services allocations from the Federal Office of Refugee Resettlement (ORR) geared mostly toward economic self-sufficiency. Unfortunately, funding is too limited to allow much job upgrading. This project will provide funding for that purpose and represents a new and innovative approach to refugee workforce development. It is also an opportunity to strengthen cooperation on workforce issues between AHS and the Department of Labor, as well as a novel government - non-profit - business alliance for successful economic integration of the refugees.

Please cc me on your response to Representative Obuchowski. Thanks Jim.  
--Becky

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**CC:** denise.lamoureux@ahs.state.vt.us; Klein, Steve; Obuchowski, Michael

**From:** "Giffin, Jim" <Jim.Giffin@ahs.state.vt.us>  
**To:** <obie@leg.state.vt.us>  
**Date:** 10/23/2007 2:46 PM  
**Subject:** FW: Questions from Rep. Obuchowski regarding JFO #2300

**CC:** "Rebecca Buck" <rbuck@leg.state.vt.us>, "Lamoureux, Denise" <Denise.Lamo...>  
Dear Representative Obuchowski.

I am passing on unedited Ms Lamoureux responses since she did such a nice job.

Sincerely,

Jim Giffin

AHS - CFO

241-2949

---

From: Lamoureux, Denise  
Sent: Tuesday, October 23, 2007 12:12 PM  
To: Giffin, Jim; Flood, Patrick  
Subject: RE: Questions from Rep. Obuchowski regarding JFO #2300  
Importance: High

Jim / Patrick,

I answered Rep. Obuchowski's questions below. Please, review before sending them to R. Buck and Rep. Obuchowski. Would you also cc me on your message?

Thank you,

Denise

2. Is there guaranteed employment after program completion? There is no guarantee of employment. However, the project will leverage the extensive employment contacts of AWI, ALLV and VRRP. In addition, the Dept of Labor offered to help connect the project partners with employers in this sector. The grant has the support of the head of apprenticeship program at DOL and will enroll some of the graduates in apprenticeship opportunities.

3. There is a letter of support from FAB-TECH included in the grant package and within that letter there is a reference to the need for skilled and semi-skilled tradesmen, especially "TIG welders". What is TIG welding? Gas Tungsten Arc Welding (GTAW) is frequently referred to as TIG welding. TIG welding is a commonly used high quality welding process. TIG welding has become a popular choice of welding processes when high quality, precision welding is required.

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**From:** Rebecca Buck  
**To:** Giffin, Jim  
**Subject:** Questions from Rep. Obuchowski regarding JFO #2300

Hi Jim. Rep. Michael Obuchowski has the following questions regarding JFO #2300 (\$115,106 Refugee Workforce Development Project).

1. How were these non-profits chosen? How will the performance of the three non-profit organizations be secured?
2. Is there guaranteed employment after program completion?
3. There is a letter of support from FAB-TECH included in the grant package and within that letter there is a reference to the need for skilled and semi-skilled tradesmen, especially "TIG welders". What is TIG welding? Do you any information as to the wage scale of FAB-TECH, Inc. ?
4. Are any of the firms employing these newly trained workers making any contributions toward the training?
5. What, if any, do these these firms employing newly trained workers offer in the way of benefits (health care, etc.)? Are the salaries competitive?
6. Advance Welding Institue (AWI) will be providing services for a portion of these grant funds. Was that through any bidding process?
7. Has the agency of human services done this type of refugee resettlement training program before?

Please cc me on your response to Representative Obuchowski. Thanks Jim. --Becky

**CC:** denise.lamoureux@ahs.state.vt.us; Klein, Steve; Obuchowski, Michael



**From:** Rebecca Buck  
**To:** Obuchowski, Michael  
**Date:** 10/22/2007 12:08 PM  
**Subject:** Your questions regarding JFO #2300

**CC:** Klein, Steve

Obie. In the list of questions going to Jim Giffin in AHS, I've left out the question why welding was chosen as the skill to teach.

In re-reading the material I think the agency gave a fairly comprehensive answer which begins near the bottom of page 14 and continues on page 15 of the project narrative: 1)--largely hands-on discipline, many techniques are demonstrated visually without complex textual descriptions or directions; 2)--the range of job opportunities in welding is broad; 3)--the pool of skilled welders in VT (and across U.S.) is rapidly aging; 4)--VT has a number of welder-hiring employers and Advanced Welding Institute maintains good placement relationships with these employers.

--Becky



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**STATE OF VERMONT**  
**JOINT FISCAL COMMITTEE**  
1 Baldwin Street  
Montpelier, Vermont 05633-5701

## MEMORANDUM

**To:** Joint Fiscal Committee Members

**From:** Rebecca Buck, Staff Associate *RB*

**Date:** October 18, 2007

**Subject:** Grant Request

Enclosed please find one (1) request which the Joint Fiscal Office recently received from the Administration:

**JFO #2300** – \$115,106 grant from the U.S. Department of Health and Human Services, Federal Office of Refugee Resettlement to the Agency of Human Services, Central Office. These funds will be used to provide education and vocational training to 25 recently arrived African refugees. While these funds will be overseen by the State Refugee Coordinator, they will be passed through to three non-profit organizations to provide welding skills training, English language training, and placement in related employment.

*[JFO received 10/16/07]*

The Joint Fiscal Office has reviewed this submission and determined that all appropriate forms bearing the necessary approvals are in order.

In accordance with the procedures for processing such requests, we ask you to review the enclosed and notify the Joint Fiscal Office (Rebecca Buck at 802/828-5969; [rbuck@leg.state.vt.us](mailto:rbuck@leg.state.vt.us) or Stephen Klein at 802/828-5769; [sklein@leg.state.vt.us](mailto:sklein@leg.state.vt.us)) if you would like this item held for committee review. Unless we hear from you to the contrary by November 1 we will assume that you agree to consider as final the Governor's acceptance of this request.

cc: James Reardon, Commissioner  
Linda Morse, Administrative Assistant  
Cynthia LaWare, Secretary  
Denise Lamoureux, State Refugee Coordinator

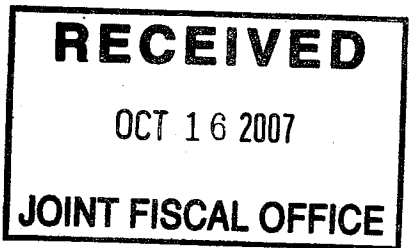
JFO#  
2300

STATE OF VERMONT  
GRANT ACCEPTANCE FORM

GRANT SUMMARY: Federal "Unanticipated Arrivals" Grant,  
 FEDERAL CATALOG No.: 93-576  
 GRANTOR / DONOR: Federal Office of Refuge Resettlement, U.S. Department of Health and Human Services  
 DATE: October 5, 2007  
 DEPARTMENT: AHS - Central Office  
 GRANT / DONATION: The grant will provide education and vocational training to 25 recently-arrived African refugees. Three non-profit organizations will coordinate and provide the services, and will receive the entirety of the grant. Activities will be overseen by the existing State Refugee Coordinator at AHS with any costs there absorbed within existing budgeted resources.  
 AMOUNT / VALUE: Fiscal 2008: \$67,710. Fiscal 2009: \$47,396.  
 POSITIONS REQUESTED: No new positions. See discussion above.  
 GRANT PERIOD: Fiscal 2008 and 2009.  
 COMMENTS: See discussion above *MDR*

DEPARTMENT OF FINANCE AND MANAGEMENT:  
 SECRETARY OF ADMINISTRATION  
 SENT TO JOINT FISCAL OFFICE:

(INITIAL) *[Signature]*  
 (INITIAL) *[Signature]*  
 DATE: *10/11/07*



STATE OF VERMONT  
REQUEST FOR GRANT ACCEPTANCE  
(USE ADDITIONAL SHEETS AS NEEDED)

Form-AA-1

1. Agency: Agency of Human Services
2. Department: Central Office
3. Program: State Refugee Coordinator
  
4. Legal Title of Grant: Unanticipated Arrivals
5. Federal Catalog No.: 93-576
6. Grantor and Office Address: DHHS, ACF, Office of Refugee Resettlement,  
370 L'Enfant Promenade SW, Washington, DC 20447
7. Grant Period: From: 9/30/2007 To: 2/28/2009

8. Purpose of Grant: (attach additional sheets if needed)

The "Vermont Refugee Workforce Development" project will recruit recently-arrived refugees, train them in a combined English Language and welding skills pre-apprenticeship curriculum, and place them with welding employers who participate in the State of Vermont Apprenticeship Program.

9. Impact on Existing Programs if Grant is not Accepted:

Continued use of public assistance by refugees with large families, earning minimum wage in the service sector. A typical participant family now qualifies for most of these services: Medicaid, Dr. Dinosaur, VHAP, Food Stamps, Ladies First, Reach Up, WIC, Crisis Community Services, crisis Fuel Assistance, Child Care subsidy, Section 8, Public Housing.

10. Budget Information:	(1ST State FY) FY 2008	(2nd State FY) FY 2009	(3rd State FY) FY 20
<b>EXPENDITURES:</b>			
Personal Services	\$	\$	\$
Operating Expenses	\$	\$	\$
Other	\$67,710	\$47,396	\$
<b>TOTAL</b>	<b>\$67,710</b>	<b>\$47,396</b>	<b>\$</b>
<b>REVENUES:</b>			
State Funds:			
Cash	\$	\$	\$
In-Kind	\$	\$	\$
Federal Funds:			
(Direct Costs)	\$67,710	\$47,396	\$
(Statewide Indirect)	\$	\$	\$
(Department Indirect)	\$	\$	\$
Other Funds:			
(Source)	\$	\$	\$
<b>TOTAL</b>	<b>\$67,710</b>	<b>\$47,396</b>	<b>\$</b>

Grant will be allocated to these appropriation expenditure accounts:	<u>Appropriation No.</u> 3400001001	<u>Amounts</u> \$115,106
--	--	-----------------------------

Over

RECEIVED OCT 03 2007

11. Will grant monies be spent by one or more personal services contracts?

YES  NO

If YES, signature of appointing authority here indicates intent to follow current guidelines on bidding.

X Patrick Flood

12a. Please list any requested Limited Service positions:

Titles	Number of Postions
N/A	
TOTAL	

12b. Equipment and space for these positions:

Is presently available.  
 Can be obtained with available funds.

13. Signature of Appointing Authority

I certify that no funds have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant.

Patrick Flood 9/28/07  
 (Signature) (Date)  
PATRICK FLOOD 9/28/07  
 (Title) Deputy Secretary (Date)

14. Action by Governor:

Approved  
 Rejected

[Signature] 10/10/07  
 (Signature) (Date)

15. Secretary of Administration:

request to JFO  
 Information to JFO

[Signature] 10-9-07  
 (Signature) (Date)

16. Action by Joint Fiscal Committee: (Dates)

- Request to be placed on JFC agenda \_\_\_\_\_
- Approved (not placed on agenda in 30 days) \_\_\_\_\_
- Approved by JFC \_\_\_\_\_
- Rejected by JFC \_\_\_\_\_
- Approved by Legislature \_\_\_\_\_

\_\_\_\_\_  
(Signature) (Date)

## Vermont Refugee Workforce Development Project

### Narrative to Request for Grant Acceptance

The \$115,106 grant was awarded by the federal Office of Refugee Resettlement to the State Refugee Coordinator to implement a combined job-skill / English language training and job placement project for recently arrived African refugees and in-migrants refugees from other states.

This is a one-time, 17 months grant award. The second year grant amount will be integrated into the department's annual budget.

The program will be implemented by the lead partner, The Association of Africans Living in Vermont (AALV), in collaboration with the Advanced Welding Institute (AWI) and the Vermont Refugee Resettlement Program (VRRP). Refugees will complete 80 hours of hands-on classroom and shop welding skills training and 40 hours of related English Language training and be placed in related employment.

The totality of the grant amount will be sub-granted to these 3 partners, with no new positions created at the state level. The State Refugee Coordinator will supervise the administration and finances, but the AALV will lead the implementation. AWI and VRRP will receive sub-grants from the State of Vermont to provide their respective educational services, and the work will be coordinated by AALV. The AALV will oversee the project activities, host the project steering committee meetings, oversee the data collection, management and reporting, and manage the one project staff member. Letters of agreement from the three entities to partner were included in the grant proposal.

With this training, participants will be placed in higher wage jobs with strong long-term income potential and decrease the need for public subsidies needed by large families to make ends meet. We expect that out of the 25 participants that will complete the program, at least 20 refugees and households (totaling more than 120 individuals) will experience long-term wage improvement and decreasing welfare dependency.

In addition, the project will produce a model refugee and immigrant job skills / English language program that can be emulated and integrated into the larger Vermont's workforce development system to continue to prepare New Americans to fill gaps in the state's workforce.



DEPARTMENT OF HEALTH & HUMAN SERVICES

ADMINISTRATION FOR CHILDREN AND FAMILIES  
370 L'Enfant Promenade, S.W.  
Washington, D.C. 20447

SEP 07 2007

Ms. Denise Lamoureux  
State Refugee Coordinator  
State of Vermont  
103 South Main Street  
Waterbury, VT 05671-0203

Unanticipated Arrivals  
RE: Grant No. 90RU0122  
Project Period: 09/30/07 – 02/28/09

Dear Ms. Lamoureux:

It is a pleasure to inform you that your organization's application to the Office of Refugee Resettlement has been approved for funding. Enclosed is a Financial Assistance Award (FAA) indicating the amount of funding and period of support. Also enclosed are instructions pertinent to the administration of your grant.

All correspondence and reports related to your grant must include the Grant Number referenced above and should be sent to the Grants Management Specialist with a copy to your Project Officer. Questions regarding programmatic aspects of your grant should be directed to Sue Benjamin at (202) 401-4851. For financial management questions, please contact LaSandra Brown at (202) 205-8549. The address for the Grants Management Specialist is:

Office of Grants Management  
Administration for Children and Families  
Sixth Floor East  
370 L'Enfant Promenade, S.W.  
Washington, D.C. 20447

The address for the Project Officer is:

Office of Refugee Resettlement  
Administration for Children and Families  
Eighth Floor West  
370 L'Enfant Promenade, S.W.  
Washington, D.C. 20447

The Program Performance and Financial Status (SF-269) Reports for this grant are due semi-annually; 30 days after each reporting period.

The first report is due April 30, 2008, the second report is due October 31, 2008, and the third report is due March 31, 2009. The final report, a summary of the entire project from beginning to end, is due May 31, 2009, 90 days after the project ends, and indicates how these services will be incorporated into your refugee social services network.

Sincerely,

Martha E. Newton  
Director  
Office of Refugee Resettlement

Enclosure

**Department of Health and Human Services  
Administration for Children and Families  
Financial Assistance Award (FAA)**

1. RECIPIENT

SAI NUMBER:

PMS DOCUMENT NUMBER:  
90RU012201

1. AWARDING OFFICE: Office of Refugee Resettlement		2. ASSISTANCE TYPE: Discretionary Grant	3. AWARD NO.: 90RU0122/01	4. AMEND. NO.:
5. TYPE OF AWARD: SERVICE		6. TYPE OF ACTION: New	7. AWARD AUTHORITY: P.L. 96-212	
8. BUDGET PERIOD: 09/30/2007 THRU 02/28/2009		9. PROJECT PERIOD: 09/30/2007 THRU 02/28/2009		10. CAT NO.: 93576

11. RECIPIENT ORGANIZATION: State of Vermont 103 South Main Street Waterbury VT 05671 0203 Denise Lamoureux, State Refugee Coordinator		12. PROJECT / PROGRAM TITLE: Vermont Refugee Workforce Development- Priority Area #2
--	--	---

13. COUNTY: WASHINGTON	14. CONGR. DIST: 1	15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR: Denise Lamoureux
---------------------------	-----------------------	---

16. APPROVED BUDGET:		17. AWARD COMPUTATION:		
Personnel.....	\$ 0	A. NON-FEDERAL SHARE.....	\$ 0	0.00 %
Fringe Benefits.....	\$ 0	B. FEDERAL SHARE.....	\$ 115,106	100.00 %
Travel.....	\$ 0	18. FEDERAL SHARE COMPUTATION:		
Equipment.....	\$ 0	A. TOTAL FEDERAL SHARE.....	\$	115,106
Supplies.....	\$ 0	B. UNOBLIGATED BALANCE FEDERAL SHARE.....	\$	
Contractual.....	\$ 115,106	C. FED. SHARE AWARDED THIS BUDGET PERIOD..	\$	115,106
Facilities/Construction.....	\$ 0	19. AMOUNT AWARDED THIS ACTION:		
Other.....	\$ 0			\$ 115,106
Direct Costs.....	\$ 115,106	20. FEDERAL \$ AWARDED THIS PROJECT PERIOD:		
Indirect Costs.....	\$ 0			\$ 115,106
At % of \$		21. AUTHORIZED TREATMENT OF PROGRAM INCOME: ADDITIONAL COSTS		
In Kind Contributions.....	\$ 0	22. APPLICANT EIN:	23. PAYEE EIN:	24. OBJECT CLASS:
Total Approved Budget(**)..	\$ 115,106	1-036000274-A6	1-036000274-A6	41.51

25. FINANCIAL INFORMATION:

DUNS: 809376155

ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG.	NONFED %
ORR	90RU012201	75-7/9-1503	2007 G99SDA7	\$115,106		

26. REMARKS: (Continued on separate sheets)

Paid by DHHS Payment Management System (PMS), see attached for payment information.  
This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to you based on your recipient type and the purpose of this award.  
This includes requirements in Parts I and II (available at <http://www.hhs.gov/grantsnet/adminis/gpd/index.htm>) of the HHS GPS. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 74 or 92, directly apply to this award apart from any coverage in the HHS GPS.  
This grant is subject to the requirements set forth in 45 CFR part 74 (for non-profit organizations and educational institutions) or 45 CFR Part 92 (for state, local, and federally recognized tribal governments).  
Initial expenditure of funds by the grantee constitutes acceptance of this award.

27. SIGNATURE - ACF GRANTS OFFICER Ben L. Sharp <i>Ben L. Sharp</i> 9/14/07	DATE:	28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY Carl J. Rubenstein <i>Carl Rubenstein</i> 9/16/07	DATE:
--	-------	--	-------

29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S) Martha E. Newton, Director <i>Martha E. Newton</i> 9/17/07	DATE:
---	-------



1. RECIPIENT

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ADMINISTRATION FOR CHILDREN AND FAMILIES  
FINANCIAL ASSISTANCE AWARD**

SAI NUMBER:

PMS DOCUMENT NUMBER:  
90RU012201

<b>1. AWARDING OFFICE:</b> Office of Refugee Resettlement		<b>2. ASSISTANCE TYPE:</b> Discretionary Grant		<b>3. AWARD NO.:</b> 90RU0122/01		<b>4. AMEND. NO.</b>		
<b>5. TYPE OF AWARD:</b> SERVICE			<b>6. TYPE OF ACTION:</b> New			<b>7. AWARD AUTHORITY:</b> P.L. 96-212		
<b>8. BUDGET PERIOD:</b> 09/30/2007      THRU      02/28/2009			<b>9. PROJECT PERIOD:</b> 09/30/2007      THRU      02/28/2009			<b>10. CAT NO.:</b> 93576		
<b>11. RECIPIENT ORGANIZATION:</b> State of Vermont								

**26. REMARKS:** (Continued from previous page)

No future support is anticipated. (\*\*) Reflects only federal share of approved budget.  
This grant is also subject to the requirements set forth in 45 CFR Part 87 (Equal Treatment for Faith Based Organizations.)  
Grantee assumes complete responsibility for the administration of this grant and accountability of all funds received under this award.

**SERVICES TO RECENTLY ARRIVED REFUGEES FUNDING OPPORTUNITY  
PRIORITY TWO: UNANTICIPATED ARRIVALS**

**UNLIMITED POTENTIAL: VERMONT REFUGEE WORKFORCE  
DEVELOPMENT PROPOSAL**

Submitted by Denise Lamoureux, State Refugee Coordinator  
Agency of Human Services  
103, South Main Street  
Waterbury, VT 05671-0203

TEL: (802) 241-2229  
[Denise.Lamoureux@ahs.state.vt.us](mailto:Denise.Lamoureux@ahs.state.vt.us)

February 2007

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## ABSTRACT

The State of Vermont, Office of the State Refugee Coordinator, in coordination with the lead project partner, the Association of Africans Living in Vermont and project partners the Advanced Welding Institute and the Vermont Refugee Resettlement Program (USCRI-VT), applies for funding from the Office of Refugee Resettlement for the "Standing Announcement for Services to Recently Arrived Refugees: Priority Area 2 – Unanticipated Arrivals" in the amount of \$115,105.77. The job-skills training and job placement project, entitled "Unlimited Potential: Refugee Workforce Development in Vermont", will recruit recently-arrived anticipated and unanticipated refugee arrivals in Vermont, train them in a combined English language and welding skills pre-apprenticeship curriculum, and place them with welding employers who participate in the State of Vermont Apprenticeship Program. The project is designed on an existing, successful refugee-training project used by Goodwill Industries of North Georgia and supported by ORR.

**APPLICATION FOR  
FEDERAL ASSISTANCE**

1. TYPE OF SUBMISSION: Application		2. DATE SUBMITTED 02-27-2007	Applicant Identifier
<input type="checkbox"/> Construction	Pre-application	3. DATE RECEIVED BY STATE	State Application Identifier
<input checked="" type="checkbox"/> Non-Construction	<input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
<b>5. APPLICANT INFORMATION</b>			
Legal Name: State of Vermont		Organizational Unit: Department: Agency of Human Services	
Organizational DUNS: 809376155		Division: Refugee Office	
Address: Street: 103 South Main Street		Name and telephone number of person to be contacted on matters involving this application (give area code)	
City: Waterbury		Prefix: Ms.	First Name: Denise
County: Washington		Middle Name	
State: VT		Last Name Lamoureux	
Zip Code 05671-0203		Suffix:	
Country: USA		Email: Denise.Lamoureux@ahs.state.vt.us	
6. EMPLOYER IDENTIFICATION NUMBER (EIN):  03-6000274		Phone Number (give area code) 802-231-2229	Fax Number (give area code) 802-241-1200
8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.)  Other (specify) <input type="checkbox"/> <input type="checkbox"/>		7. TYPE OF APPLICANT: (See back of form for Application Types) A - State Government Other (specify)	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:  93-576		9. NAME OF FEDERAL AGENCY: Administration for Children and Families	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): State of Vermont		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: The Unlimited Potential: Vermont Refugee Workforce Development Proposal will provide combined job-skills and English Language Training to recently arrived refugees, place graduates of the training into higher wage jobs and build a refugee-specific skills training program that can be emulated by local agencies after the project's period.	
13. PROPOSED PROJECT Start Date: 10/01/2007		14. CONGRESSIONAL DISTRICTS OF: a. Applicant Vermont	
Ending Date: 02/28/2009		b. Project Vermont	
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$ 115,106 <sup>00</sup>	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON	
b. Applicant	\$ 0 <sup>00</sup>	DATE:	
c. State	\$ 0 <sup>00</sup>	b. No. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372	
d. Local	\$ 0 <sup>00</sup>	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
e. Other	\$ 0 <sup>00</sup>	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
f. Program Income	\$ 0 <sup>00</sup>	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No	
g. TOTAL	\$ 115,106 <sup>00</sup>		
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.			
a. Authorized Representative			
Prefix Ms.	First Name Denise	Middle Name	
Last Name Lamoureux	Suffix		
b. Title State Refugee Coordinator	c. Telephone Number (give area code) 802-241-2229		
d. Signature of Authorized Representative	e. Date Signed 02-27-2007		

**BUDGET INFORMATION - Non-Construction Programs**

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.	93.576	\$	\$	\$ 115,106.00	\$	\$ 115,106.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$ 0.00	\$ 0.00	\$ 115,106.00	\$ 0.00	\$ 115,106.00
SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)	
	(1)	(2)	(3)	(4)		
a. Personnel	\$	\$	\$	\$	0.00	
b. Fringe Benefits					0.00	
c. Travel					0.00	
d. Equipment					0.00	
e. Supplies					0.00	
f. Contractual	115,106.00				115,106.00	
g. Construction					0.00	
h. Other					0.00	
i. Total Direct Charges (sum of 6a-6h)	115,106.00	0.00	0.00	0.00	115,106.00	
j. Indirect Charges					0.00	
k. TOTALS (sum of 6i and 6j)	\$ 115,106.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 115,106.00	
7. Program Income	\$	\$	\$	\$	0.00	

Authorized for Local Reproduction

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. Services to Recently Arrived Refugees, Priority Two	\$	\$	\$	\$ 0.00	
9.				0.00	
10.				0.00	
11.				0.00	
12. TOTAL (sum of lines 8-11)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 81,252.00	\$ 20,313.00	\$ 20,313.00	\$ 20,313.00	\$ 20,313.00
14. Non-Federal	0.00				
15. TOTAL (sum of lines 13 and 14)	\$ 81,252.00	\$ 20,313.00	\$ 20,313.00	\$ 20,313.00	\$ 20,313.00
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16. Services to Recently Arrived Refugees, Priority Two	\$ 33,854.00	\$	\$	\$	
17.					
18.					
19.					
20. TOTAL (sum of lines 16-19)	\$ 33,854.00	\$ 0.00	\$ 0.00	\$ 0.00	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:		22. Indirect Charges: Not requested: SWCAP			
23. Remarks:					

5

## NARRATIVE BUDGET JUSTIFICATION

Item	ORR Cost
Personnel	\$23,560.00
Fringe Benefits	\$3,505.86
Travel	\$1,000.00
Equipment	\$0.00
Supplies	\$1,300.00
Contractual	\$82,850.00
Other	\$2,889.91
Indirect Charges	\$0.00
<b>TOTAL</b>	<b>\$115,105.77</b>

### Personnel:

- Job Skills Coordinator (0.5 FTE): \$1,250 per month x 13 months = \$16,250
- Executive Director (0.12 FTE): \$430 per month x 17 months = \$7,310

### Fringe Benefits:

- FICA: 7.65 percent of Personnel = \$1,802.34
- SUTA: 1.2 percent of Personnel = \$282.72
- Workers' Compensation: 3.0 percent of Personnel = \$706.80
- Health Benefits: (for Executive Director; other position is half-time) 12 percent of \$350 per month x 17 months = \$714

### Travel:

- Local mileage for AALV staff: 2,000 miles @ \$0.50 per mile = \$1,000

### Supplies:

- Postage: \$200
- Paper and copy for case files, flyers, administration: \$500
- Outreach flyer printing: \$400
- Pens, markers, folders, clips, binders, and other miscellaneous office supplies: \$200

### Contractual:

- Welding instruction for 30 students x \$2,000 tuition per student for 80 hours of instruction = \$60,000
- Welding equipment for 30 students x \$175 per student (for gloves, goggles, boots, apron, etc.) = \$5,250
- ESL curriculum preparation: 20 hours of prep time x \$45 per hour = \$800
- ESL instruction: 40 hours of instruction @ \$45 per hour x 6 classes = \$10,800
- ESL materials revision and preparation = \$2,000
- Interpreters @ \$50 per hour x 80 hours = \$4,000



Other:

- Food for 6 project information and registration sessions and food for 9 Project Steering Committee meetings @ \$20 per event = \$300
- Bookkeeping @ \$35 per hour x 7 hours = \$245
- Phone for Job Skills Coordinator @ \$65 per month x 13 months = \$845
- Rent @ \$58.82 x 17 months = \$999.94
- Internet @ \$29.41 x 17 months = \$499.97

## PROJECT NARRATIVE

### I. Objectives and Need

The State of Vermont is considered one of the largest of the small refugee resettlement states.<sup>1</sup>

There is one resettlement service provider – the Vermont Refugee Resettlement Program – a field office of the United States Committee for Refugees and Immigrants (USCRI), based in Washington, D.C. There is only one Mutual Assistance Association in Vermont – the Association of Africans Living in Vermont (AALV).

Refugee arrivals and projected arrivals are listed in Table 1, below. Unanticipated asylee and secondary migrant refugee numbers are also listed.

*Table 1: Refugee, Asylee, Secondary Migrant Arrivals - Vermont<sup>2</sup>*

	Refugee Placements	Asylees	Refugee Secondary Migrants
FY05	180	6	38
FY06	164	3	79
FY07 Projected (Actual Q1)	340 (13)	4 (1)	144 (36)

While these numbers (anticipated and unanticipated) may seem insignificant in comparison with refugee arrivals in, for example, Arizona or Florida, their impact on Vermont is substantial, due to its small, homogeneous population. Refugees in Vermont are almost entirely resettled into Burlington (pop. 39,148) and neighboring Winooski (pop. 6,353) – very small cities.

Furthermore, Burlington is 92.3 percent white, Winooski is 90.6 percent; Vermont is the whitest state in the country (more than 96 percent white).<sup>3</sup> The challenges of resettling primarily African refugees into a homogeneous white society are self-evident.

<sup>1</sup> ORR Annual Consultations 2007.

<sup>2</sup> Data from Vermont State Refugee Coordinator, February 2007. Secondary migrant actual data for Q1 2007 includes secondary migrants seen by USCRI and the AALV.

<sup>3</sup> 2003 U.S. Census data.

Vermont has also resettled populations which are notably difficult to integrate, most notably Somali Bantu refugees. Somali Bantu constitute the large majority of secondary migrants into Vermont, arriving from all regions of the United States (e.g. Arizona, Massachusetts, Idaho, Mississippi, among many others). One-in-three clients (a total of 67) seen by the AALV between December 2006 and February 2007 was a Somali Bantu secondary migrant refugee.

The AALV recently conducted a community needs assessment of recently arrived African refugees, including many Somali Bantu and southern Sudanese refugees.<sup>4</sup> The study of 53 households found that although employment rates are high, wages are low (\$8.50 on average), family sizes are large (median household size of 6), and use of public assistance is very high. With the fair market rate of a three-bedroom apartment at \$1,140, the cost of living without subsidy, at current average wage rates, is unsustainable.<sup>5</sup> Moreover, the waiting list for Section 8 housing voucher is currently two years, and the waiting list for public housing stock – particularly for three and four-bedroom apartments – is even longer.<sup>6</sup> This means that while Vermont’s refugees may be working and deemed “self-sufficient” by ORR, many newly arrived refugees pay market rate for housing, thus rely heavily on government payouts, and experience serious integration difficulties.

Whether initially resettled in Vermont or arriving in the state as a secondary migrant, the large majority of Vermont’s recently-arrived refugees work in the service sector as housekeepers. Most work at the city’s largest hospital, nursing homes, hotels, or other facilities as janitors, where little English or job skill is required, and where long term wages top out at \$10

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<sup>4</sup> Wright, G. “African Refugee Community Needs Assessment: for the AALV and the Vermont State Refugee Coordinator”, October 2005.

<sup>5</sup> “2003 Consolidated Plan for Housing and Community Development”, City of Burlington, online at: [http://www.cedoburlington.org/cdbg/2003\\_con\\_plan/housing\\_conditions\\_and\\_market\\_analysis/housing\\_conditions.htm](http://www.cedoburlington.org/cdbg/2003_con_plan/housing_conditions_and_market_analysis/housing_conditions.htm)

<sup>6</sup> Conversation with Charlie Halstead, Burlington Housing Authority, February 2007.

or \$11 per hour. Many work during second or third shift to bolster their wages. As more refugees arrive, the number of available housekeeping positions steadily decreases.

Table 2 illustrates the amount of subsidy utilized by a recently-arrived refugee in Vermont, making \$8.50 and supporting a household of 6.

**Table 2: Cost of Living and Subsidy Use for an Average Refugee in Vermont – Case Study**  
*Average Refugee Family has: 2 adults, with one pregnant; 4 children between the ages of 1 and 10; one wage-earner earns \$8.50 per hour for 38 hours per week; pays \$1,140 per month in housing; leaving \$248.90 for other expenses.*

*Family qualifies for:*

- Medicaid – health coverage, prescription drug coverage for adults
- Dr. Dinosaur – Medicaid for children in Vermont
- VHAP (Vermont Health Access Program) – subsidizes healthcare not covered under Medicaid
- Food Stamps
- Ladies First – free women’s health screening
- Reach Up – cash assistance and employment services
- WIC (Women, Infants, and Children) – supplemental nutrition program
- Crisis Community Services – food and shelter assistance
- Crisis Fuel Assistance – reduced price home heating fuel
- Child Care Subsidy – free child care for four children
- Section 8 – federally subsidized housing voucher for renting private-stock apartment
- Public Housing Assistance – federally subsidized public-stock housing<sup>7</sup>

The listing of taxpayer-funded benefits for which this family is eligible is considerable.

Household income generation is the only path away from such heavy use of welfare.

Vermont’s refugee service providers face a common challenge when serving anticipated and unanticipated recently arrived refugees: to increase wages and thereby decrease refugees’ use of the welfare system. Unanticipated Arrivals funds would allow Vermont’s refugee service providers, working in collaboration with outside service providers, to attain the following objectives:

1. provide combined job-skills and English language training to recently arrived refugees;

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<sup>7</sup> “Screen Door: the Vermont Agency for Human Services Online Screening Tool” at Vermont.gov, accessed during February 2007

2. place graduates of the training into higher wage jobs with strong long-term income potential; and
3. build a refugee-specific skills training program that can be sustained by state and local dollars after the project's 17-month project period.

## **II. Results or Benefits Expected**

The goals of this project are:

1. to provide valuable job skills and job-specific English language training to recently-arrived anticipated and unanticipated refugees;
2. to place these trained refugees into higher wage-paying jobs that offer long-term income potential; and
3. to create a refugee job/English-skills training program (in welding or similar vocational disciplines) that will be sustained by state and local dollars after this project's 17-month project period.

To achieve these goals, the Association of Africans Living in Vermont, in collaboration with its project partners, the Advanced Welding Institute (AWI) and the Vermont Refugee Resettlement Program (VRRP), will pursue the following key activities:

**Table 3: Project Activities, Outputs, and Outcomes with Key Success Benchmarks**

Activities	Outputs	Outcomes
Recruit and screen <b>75</b> recently-arrived refugee households for employment skills-training project participants	<b>35</b> recently-arrived, employable refugees are selected to participate in employment skills-training project	<b>35</b> recently-arrived, employable refugees receive the opportunity to improve their long-term household wages
Train <b>between 25 and 30</b> project participants in welding skills and English language terminology related to welding employment	<b>25</b> participants complete <b>80 hours</b> of hands-on classroom and shop welding skills training and <b>40 hours</b> of related English language training	<b>25</b> participants receive the job skills and English language knowledge necessary to secure apprenticeship welding job opportunities
Place <b>between 20 and 25</b> project participants in jobs that pay better wages than those obtained prior to project participation	At least <b>20</b> participants will be placed in higher paying jobs <b>within 90 days</b> of completing their training	At least <b>20</b> participants and associated households ( <b>totaling more than 120 individuals served</b> ) <sup>8</sup> will experience long-term wage improvement and decreasing welfare dependency
Build a refugee and immigrant job skills training / English language program into the State of Vermont's workforce development system	A model refugee and immigrant job skills / English language program within Vermont's workforce development system, which continues to prepare New Americans to fill gaps in the state's workforce	A state workforce development system that successfully integrates refugees and immigrants into workforce gaps without additional dependency on the welfare system

In order to accurately measure the success of the project across these four activity areas, project staff will record participants' wages prior to the start of training and record their starting wages after obtaining new jobs. The AALV maintains confidential, password-protected client databases, which securely store clients' personal information while providing robust data-analysis. (The database is currently in use for AALV's ORR-funded Project Integration.) Implementation details for each of these activities is provided in the "Approach" section of this proposal.

<sup>8</sup> It is very important to note that although 20 households will experience improved wages, this translates into 120 individuals served due to an average family size of 6 individuals.

### **III. Approach**

The Association of Africans Living in Vermont will model this project on a successful refugee job-skills / English language training project created by Goodwill Industries of North Georgia (GING): New Choices for New Americans. NCNA staff screen potential refugee participants to engage in a 10-week curriculum which combines hands-on home building instruction with job-specific English language training. After completion of the course, NCNA staff place refugee participants with employers who have had difficulty recruiting skilled labor. A majority of participants realize increases in their wages.

As previously noted, this project will include four activities: screening, training, placement, and systems change. A Project Timeline is provided in the Attachments section of this proposal. Participant screening will first require informing the newly arrived refugee community that the project exists. The project will be marketed by an AALV Job Skills Coordinator (job description attached) and the AALV's two Outreach Workers, funded under other grants, via Project Integration home visits, Project Integration cultural skills workshops, notices on the AALV's weekly radio program "Radio Africa", outreach through VRRP's two Employment Counselors, and through six project information and registration sessions. Interested community members will be required to complete a Participant Application, which will inquire about an applicant's job and education history (both in the United States and overseas), daily schedule, financial situation (including current household income), transportation availability, and household composition. Initial selection criteria will include: current income/debt ratio, schedule and transportation conflicts, and previous work and education experience.

Applicants passing the initial selection will then undergo a short English proficiency test, to be developed by staff at the AALV, the Advanced Welding Institute (AWI), and VRRP, and

given by VRRP's English language training staff. A minimum score must be attained to participate in the training. The top 35 test scorers will be selected from those applicants who pass the English proficiency test. Additional demographic and contact information will be collected (as specified by ORR) from those applicants that enroll in the training course.

The training phase of the project will contain two primary components: an 80-hour, hands-on, welding skills component, and a 40-hour, classroom-based English language component, which will largely focus on terminology and techniques of welding and typical trade worksites. Prior to the commencement of either training component, AALV staff, AWI instructors, and VRRP English language trainers will spend one month making any refugee-specific modifications to AWI's welding skills component. For example, printed training materials may need to be simplified or instructions put into pictorial form to convey concepts to limited English proficient students. Welding instructors may need to be taught to avoid use of metaphor and slang, and to understand the subtle meanings of unspoken gestures when communicating with people from other cultures. It is also possible that observant Muslim women may want to pursue the training. Allowances and adaptations will need to be made for cultural dress while considering basic safety.

A welding skills component was chosen over some other trades, such as electrical work, plumbing, or nursing, for several reasons. First, welding is a largely hands-on discipline; many of the techniques are demonstrated visually without complex textual descriptions or directions. Second, the range of job opportunities in welding is broad. Some welding positions are repetitive manufacturing (e.g. tubing production), others are construction-based (e.g. heating and ventilation systems), and others are repair-focused (e.g. automotive salvage). Third, the labor pool of skilled welders in Vermont, and across the United States, is rapidly aging. The majority



of skilled welders is over 50 years-of-age and is likely to retire during the next five years.<sup>9</sup> Finally, Vermont boasts a number of welder-hiring employers, and AWI maintains good placement relationships with these employers. It is notable that the success of the GING project depended on its ability to forge relationships with skills-trainers who have strong connections to the related employers in their fields.

AWI's 80-hour welding skills component will constitute a "pre-apprenticeship" level curriculum, while maintaining AWI's commitment to the best industrial practices. Skills are taught through four methods:

- Lecture/discussion with audio-visual aids to introduce key concepts
- Demonstration to model proper technique
- Supervised individual practice with one-on-one instructor coaching to give students an opportunity to incorporate new skills
- Systematic practical and written testing to ensure that students have mastered key concepts and skills

Specific weld testing – fracturing, bending, sectioning – will purposely be part of each phase of the curriculum to overcome challenges faced during on-the-job qualification tests.

AWI's methodology will be augmented by cross-cultural communication assistance from the AALV Job Skills Coordinator. The Job Skills Coordinator will attend each instructional session to provide language interpretation when specific challenges arise. Additional language interpreters may be hired from VRRP as needed to enhance communication, particularly during lecture/discussion instruction formats.

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<sup>9</sup> Website resources of the American Welding Society: [www.aws.org](http://www.aws.org); and testimony from Rick Irick, Advanced Welding Institute of Vermont.

The 40-hour English language component will reinforce key welding concepts taught by AWI. AWI curriculum and materials will be used during the classroom-based English language sessions. VRRP's English Language Coordinator and other experienced instructors will provide English language training in AWI's classroom during non-practicum hours.

The combined welding skills and English language job skills training course will last 10 weeks with two four-hour welding sessions and two two-hour English sessions per week. Morning and afternoon schedules will be offered to accommodate participants' different work schedules. Each class will contain 5 people, allowing for a significant amount of individual student attention. A total of six classes will be scheduled, over three 10-week periods.

The training schedule for one week of training for two concurrent "classes" is detailed below in Table 4.

**Table 4: Welding – English Skills Weekly Training Schedule**

	Monday	Tuesday	Wednesday	Thursday	Friday
10:00	AM		AM	AM	AM
11:00	W		ENG	W	ENG
12:00	E			E	
1:00	L			L	
2:00					
3:00					
4:00					
5:00		PM			PM
6:00	PM	W	PM		W
7:00	ENG	E	ENG		E
8:00		L			L

This "pre-apprentice level" training is intended to prepare limited English proficient students to obtain welding positions at the apprenticeship level. The placement phase of the project will aim to place refugee participants into actual apprenticeship opportunities with welding-specific companies. Participants' willingness to become Vermont-registered apprentices will act as an incentive for employees to participate: registered apprentices become locked into a guaranteed wage increase scale based on work hours completed and skills performed. Participants'

willingness to become Vermont-registered apprentices will also act as an incentive for employers to hire project participants: the contract-based Vermont Apprenticeship Program generally results in improved labor retention, employee satisfaction, and a highly skilled workforce.

The AALV Job Skills Coordinator, in coordination with AALV's Project Integration Outreach Workers and AWI support staff, will place at least 20 participants into welding-related jobs at companies in the greater Burlington area within 90 days of completing their training. Companies with which AWI has strong relationships and with which AWI places graduates includes: FAB-Tech (see letter of support attached); Velan Valve; Vermont Mechanical; Jeffords Steel and Engineering Company; Husky Injection Molding Systems; and CSE Incorporated. The AALV Job Skills Coordinator will receive orientation on the Vermont Apprenticeship Program from the Vermont Department of Labor Apprenticeship Program Director, Pat Nagy, and continue to work with Ms. Nagy on guiding refugee participants and their new employees through the apprenticeship contract (see letter of support attached).

AALV Project Integration Outreach Workers will monitor participants' success in their new jobs and will provide any ongoing referral case management to area social service providers as necessary.

The systems change phase of the project will take place primarily through a Project Steering Committee. The Committee will be chaired by the Vermont State Refugee Coordinator and composed of three resettled refugees and representatives from the project's partners (AALV, AWI, and VRRP), local employers, the Vermont Department of Labor Apprenticeship Program, and a representative from the Chittenden County Workforce Investment Board. The group will meet once every six weeks to monitor the successes and challenges faced by the program, to examine possible employment sectors into which this model can be applied for other recently

arrived refugees, and to determine how the project's general model can be built into Vermont's and Chittenden County's overall workforce development plan. The AALV will host the Project Steering Committee and document the planning consultation efforts.

This project will augment refugee employment services for both anticipated and unanticipated refugee arrivals by moving as many as 30 households out of low-income service sector jobs (e.g. housekeeping, no-skill production positions, etc.) and into higher-wage positions, not normally occupied by recently-arrived refugees. The movement of these households out of service sector jobs and welfare-subsidized existences will:

- Create vacancies for newly-arrived (anticipated and unanticipated) refugees in a finite low-skill service sector;
- Decrease the overall welfare subsidization of income eligible, recently-arrived refugees in Chittenden County;
- Create awareness among other recently-arrived refugees that low-paying, welfare subsidized livelihoods are not the only employment opportunities available to them; and
- Create a job skills training model for limited English proficient individuals that changes perceptions held among many Vermont employers that refugees cannot work in skilled trades due to a lack of English fluency.

At all times, linguistically and culturally-appropriate services will be delivered. The project budget makes generous funding available for use of interpreters during all phases of the project – from outreach and screening, to training, to job placement. In addition, the project's Job Skills Coordinator will be multilingual. AALV Project Integration Outreach Workers, who will provide project support, are former refugees and also multilingual.

#### **IV. Organizational Profiles**

The State of Vermont, Office of the State Refugee Coordinator will supervise the administration and finances of this grant, but the Association of Africans Living in Vermont will lead its implementation. AWI and VRRP will subcontract to the State of Vermont to provide their respective educational services, although this work will be coordinated by AALV. The AALV will oversee the implementation of project activities; host the Project Steering Committee meetings; oversee data collection, management, and reporting; and manage the one project staff member – the Job Skills Coordinator. Letters of agreement to partner from AALV, AWI, and VRRP are contained in the Attachments section of this proposal.

The AALV is the state's only Mutual Assistance Association – it is an organization largely composed of Africans for the benefit of other Africans and other refugees and immigrants in the state. The AALV offers five core services:

- Referral case management services: connecting refugee communities to the mainstream services and opportunities available to them in a linguistically and culturally appropriate manner;
- Information dissemination: of service provider and other integration information from mainstream entities to the African community;
- Bilingual/bicultural Newcomer Workshops on a variety of integration topics for small and large groups, via home visits and classroom sessions, done in partnership with mainstream organizations;
- Cross-cultural trainings for service providers and the general public;
- Cultural preservation and recreation activities.

The AALV is staffed by an Executive Director and two, full-time Outreach Workers. (Please see the AALV's Organizational Chart in the Attachments section of this proposal.) The AALV is overseen by an all-African Board of Directors, which is actively engaged in all aspects of the organization. The AALV also utilizes the skills and assets of a cadre of African-born and American-born volunteers. All levels of control – from volunteers to staff to Executive Director to Board of Directors – are clear and delineated. (Staff resumes for the AALV President and Executive Director can be found in the Attachments section of this proposal.)

The AALV maintains high quality fiscal and programmatic controls. Financial systems are managed by the organization's Executive Director and overseen by the Finance Committee of the Board of Directors, which includes its Treasurer. An external bookkeeper is utilized monthly to ensure accuracy of the AALV's QuickBooks-based records. All financial records are backed up in paper form and electronically in a mass-storage drive. The AALV has managed state and federal grant budgets and has experience accessing the Department of Health and Human Services' electronic DPM funds draw-down and 272 reporting systems.

The AALV also maintains professional programmatic controls. Client case management protocols are in place: a clear system of client intake, contact, and follow-up is followed. Client confidentiality is strictly observed and ensured through use of a client confidentiality waiver and protection statement. All contact with clients is documented and stored in client case files. The case files are stored in both paper and electronic database form. The paper files are maintained in a locked filing cabinet, and the electronic database is password protected and backed up in the organization's mass storage device. Project monitoring is conducted by the Executive Director and overseen by the Board of Directors, through the filing of detailed Association Six-Month Plans.

The Advanced Welding Institute (AWI) is a premier job-skills trainer in Vermont. AWI is committed to helping individuals develop marketable welding skills through quality training at a minimum cost. We are also committed to making industry more competitive by conducting training to solve welding related problems. We strive to develop new and better training methods, training materials, and to make welding training available to all. AWI does not discriminate on the basis of race, religion, disability, color, sex, national origin, or age.

The Institute offers many welding classes from Structural Welding to Piping Welding and various forms of Arc Welding. The Institute, for this project, will work with the project partners to develop an introductory curriculum that is hands-on, visually engaging, with great emphasis placed on one-on-one instruction.

The Institute is managed and classes are taught by experienced professional welders. Two full-time instructors form the core of the teaching staff, while other part-time instructors are brought in when necessary. The Institute has been in operation for eight years and is frequently sought after for on-site workforce trainings, evaluations, and demonstrations.

The Institute maintains a shop room with 10 student booths and all tools, materials, and equipment at its facilities in South Burlington. The Institute also has a sit down classroom for 15 people, complete with white board, overheads, TV/DVD, and other instructional equipment. The classroom will also be used for the English language instruction, conducted by VRRP.

Vermont Refugee Resettlement Program (VRRP) is a field office of the U.S. Committee for Refugees and Immigrants (USCRI) and is the only resettlement agency in the state. Since its establishment in 1980, VRRP has fulfilled its mission of bringing hope and opportunity to the lives of refugees and immigrants by offering a full range of integrated services. These include Reception and Placement (providing first housing/furnishings, food and other family necessities,

obtaining health assessments, school enrollment, etc.), *Project PROGRESS* (a Wilson-Fish and state Social Services program providing employment assistance, case management, cash assistance, and English language training), Matching Grant program (providing employment assistance and financial support to newly arriving refugees), Vermont Childcare Training and Employment Project, the Respecting Elders project, Vermont Interpreting and Translating Service, and a volunteer program to offer increased community connections and support to newly arrived refugees. VRRP recently implemented a Refugee Healthy Marriage Program to provide relationship enrichment and communications skills training for refugee couples. VRRP's experienced staff and USCRI's management oversight provide financial and contract management, centralized client database, project monitoring, coordination of services and reporting.

VRRP direct services are provided by bilingual, bi-cultural staff members who understand refugees' needs and can help them overcome real and perceived barriers to success. VRRP staff members encourage the active participation of refugees in this process. VRRP's team approach to refugee case management and employability services is focused on English language training (ELT) and early employment that leads to sustainable self-sufficiency. VRRP's female bilingual/bicultural staff members and/or on-call female interpreters will ensure adequate service access by refugee women.

VRRP is the only English language training provider in Vermont that offers refugee-specific curricula, tailored to the strengths and needs of individuals. Additionally, VRRP is the only ELT provider with open enrollment classes and flexible scheduling, including evening hours, to meet the ever-changing needs of refugee English language learners.



VRRP's English language program consists of a full-time ELT Coordinator who holds a Master's Degree in Teaching English as a Second Language (MA-TESL). The ELT Coordinator teaches approximately half time and also provides overall program administration, curriculum development, staff supervision, and volunteer tutor training and placement. Experienced part-time and/or on-call teachers augment VRRP's English training staff. The ELT Coordinator is directly supervised by the Direct Services Manager, and indirectly by the VRRP Director.

The Project Timeline and Project Implementation Chart can be found in the Attachments section of this proposal.

## V. Budget

Item	ORR Cost
Personnel	\$23,560.00
Fringe Benefits	\$3,505.86
Travel	\$1,000.00
Equipment	\$0.00
Supplies	\$1,300.00
Contractual	\$82,850.00
Other	\$2,889.91
Indirect Charges	\$0.00
<b>TOTAL</b>	<b>\$115,105.77</b>

### *Narrative*

#### Personnel:

- Job Skills Coordinator (0.5 FTE): \$1,250 per month x 13 months = \$16,250
- Executive Director (0.12 FTE): \$430 per month x 17 months = \$7,310

#### Fringe Benefits:

- FICA: 7.65 percent of Personnel = \$1,802.34
- SUTA: 1.2 percent of Personnel = \$282.72
- Workers' Compensation: 3.0 percent of Personnel = \$706.80
- Health Benefits: (for Executive Director; other position is half-time) 12 percent of \$350 per month x 17 months = \$714

#### Travel:

- Local mileage for AALV staff: 2,000 miles @ \$0.50 per mile = \$1,000

#### Supplies:

- Postage: \$200
- Paper and copy for case files, flyers, administration: \$500
- Outreach flyer printing: \$400
- Pens, markers, folders, clips, binders, and other miscellaneous office supplies: \$200

#### Contractual:

- Welding instruction for 30 students x \$2,000 tuition per student for 80 hours of instruction = \$60,000
- Welding equipment for 30 students x \$175 per student (for gloves, goggles, boots, apron, etc.) = \$5,250
- ESL curriculum preparation: 20 hours of prep time x \$45 per hour = \$800
- ESL instruction: 40 hours of instruction @ \$45 per hour x 6 classes = \$10,800
- ESL materials revision and preparation = \$2,000
- Interpreters @ \$50 per hour x 80 hours = \$4,000

#### Other:

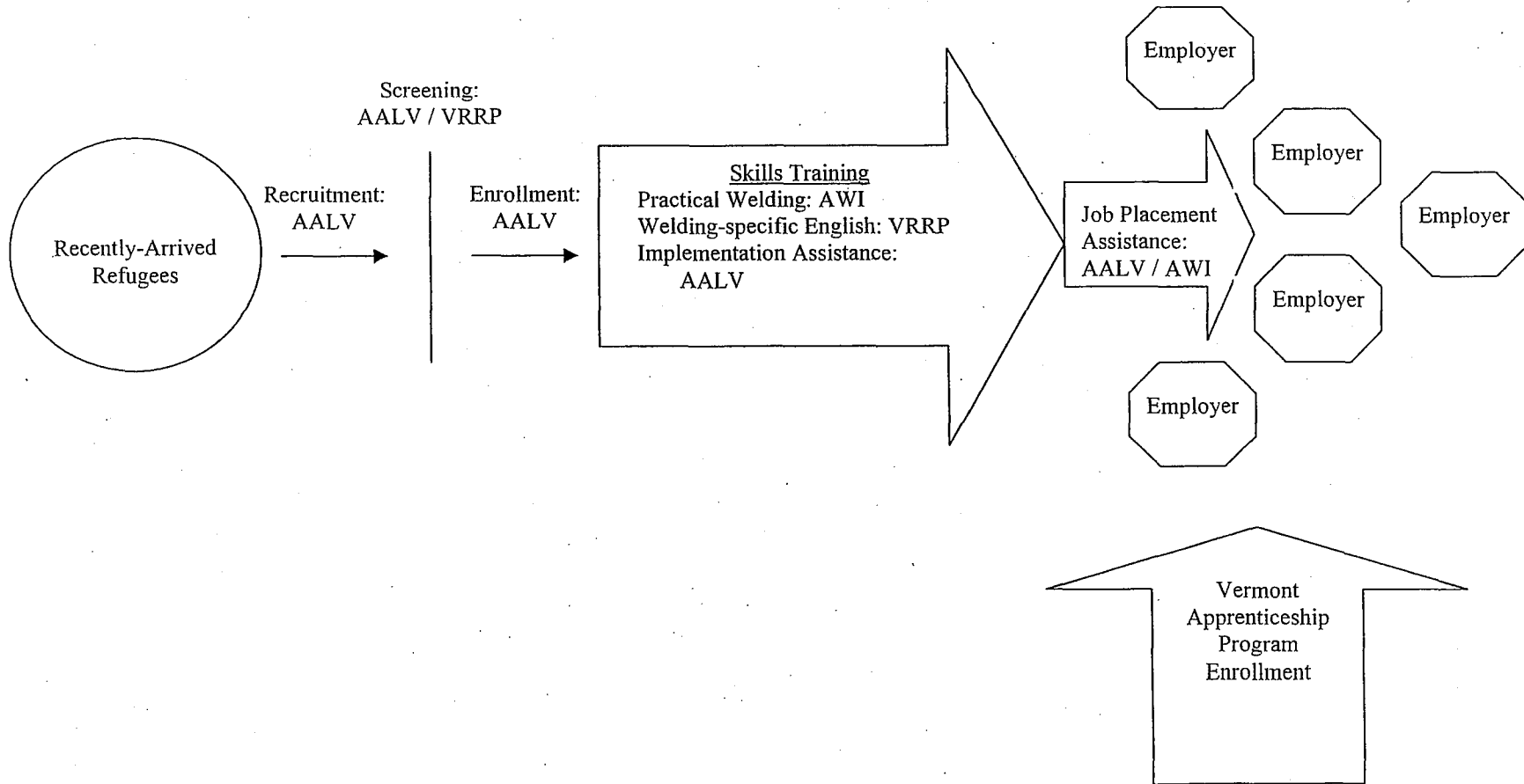
- Food for 6 project information and registration sessions and food for 9 Project Steering Committee meetings @ \$20 per event = \$300
- Bookkeeping @ \$35 per hour x 7 hours = \$245
- Phone for Job Skills Coordinator @ \$65 per month x 13 months = \$845
- Rent @ \$58.82 x 17 months = \$999.94
- Internet @ \$29.41 x 17 months = \$499.97

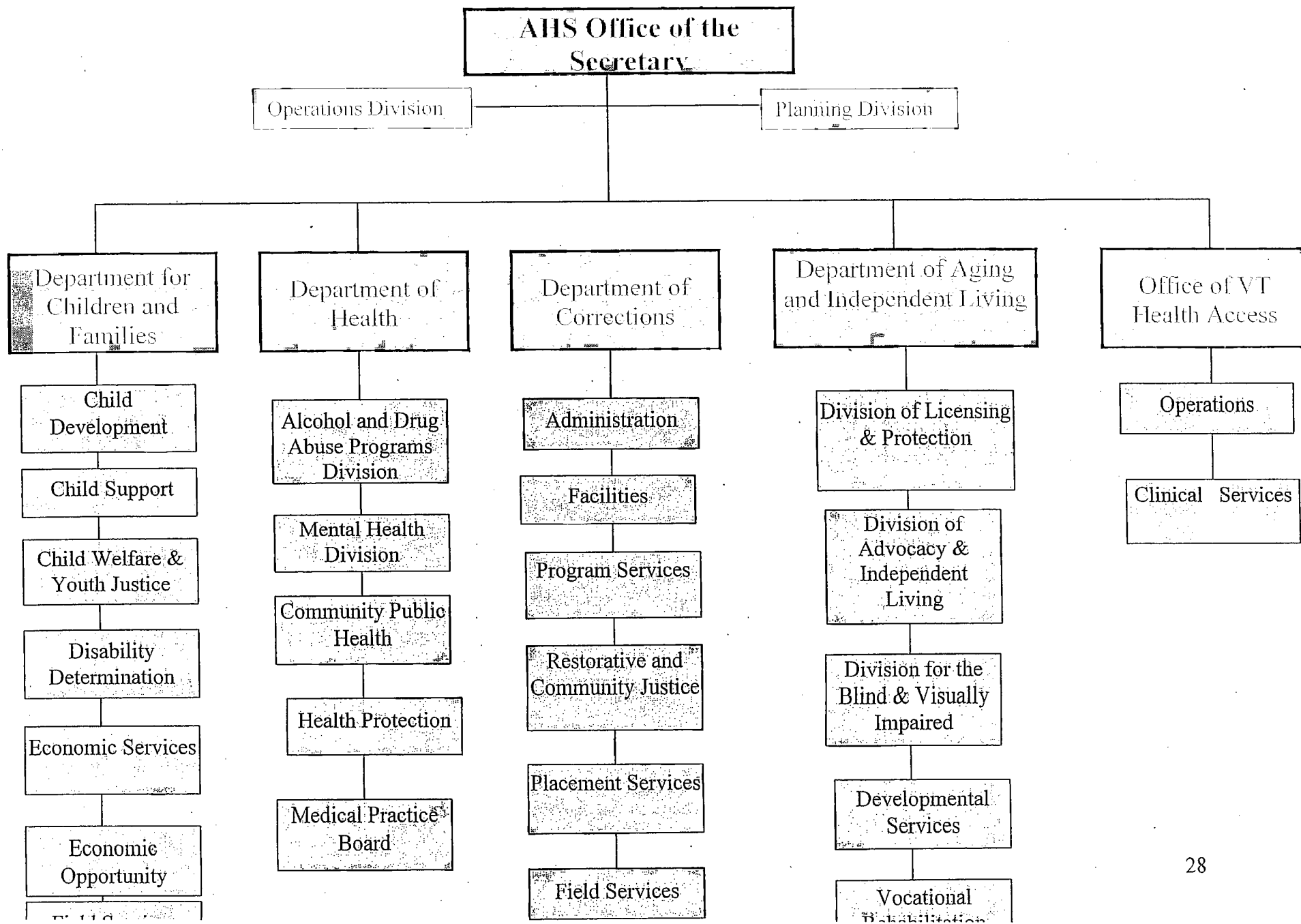
## ATTACHMENTS

1. Project Flow Chart
2. AHS Departmental Chart
3. AALV Organizational Chart
4. Key Staff Profiles
5. AALV Job Skills Coordinator Job Description
6. Project Timeline
7. Letters of Support

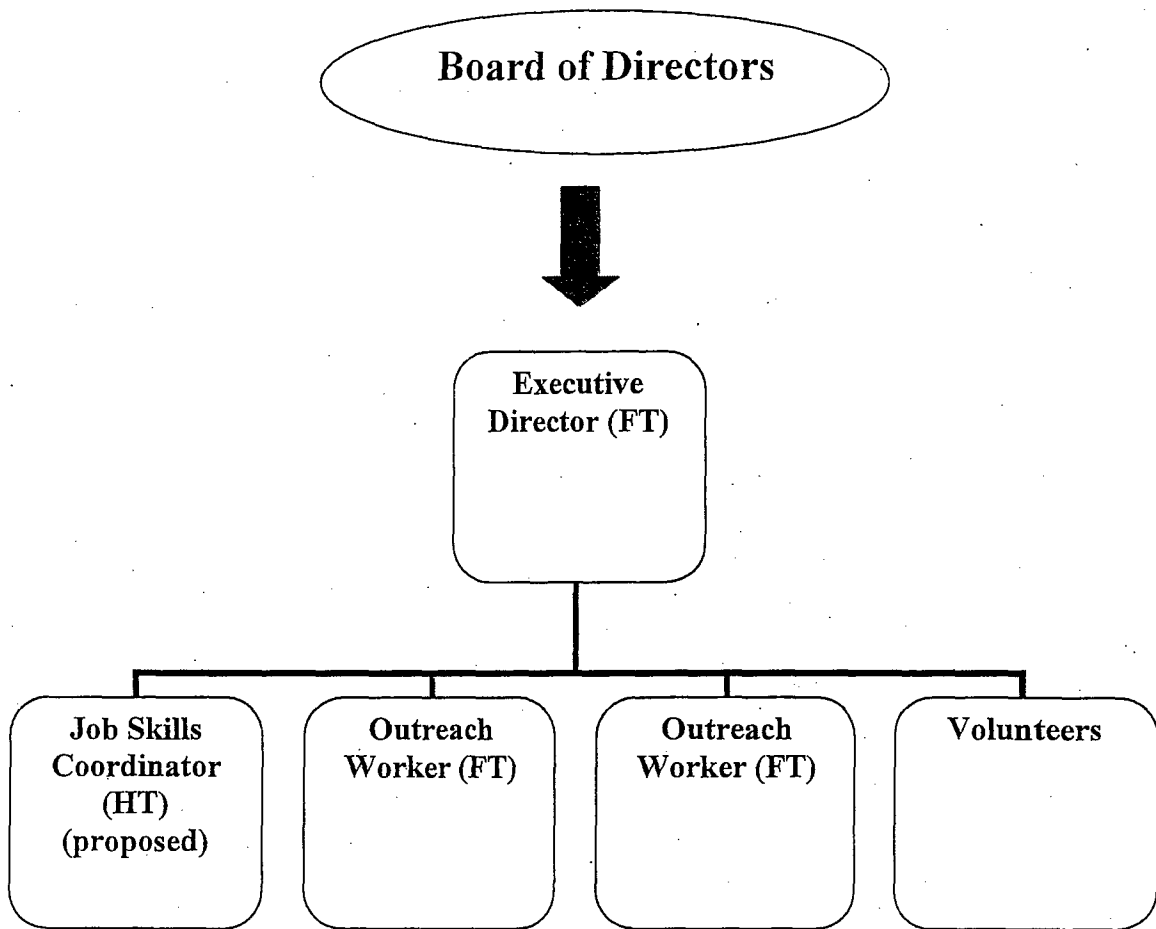
# Unlimited Potential: Vermont Refugee Workforce Development

## Project Flow Chart





**Association of Africans Living in Vermont - Inc  
Organizational Chart**



## **Key Staff Profiles**

### **Grant Administrator, Denise Lamoureux:**

Ms Lamoureux is the State Refugee Coordinator for Vermont. Her position is located at the Agency of Human Services, Office of the Secretary (Chart attached). She has a BA in Psychology of Communication and a graduate degree in International Development & Cooperation. Her professional experience is in International and Inter-cultural Affairs, and in the Immigration and Refugee fields. She worked with a variety of International Cooperation Agencies in Canada and Costa Rica. She later joined the Canadian Foreign Service as a Social Affairs and Immigration / Refugee specialist. She had postings in the United States and Guatemala, El Salvador, Haiti and Italy. She is the State Refugee Coordinator for Vermont since 2001. She is fluent in French, English and Spanish.

### **AALV**

**Yacouba Jacob Bogre, President:** Mr. Bogre is a native of Burkina Faso in West Africa. Mr. Bogre is now in his third year as President of the AALV Board of Directors. Mr. Bogre's tenure has been witness to remarkable growth for the Association. The AALV has successfully won two series of Refugee Social Services funding from the State of Vermont, State Refugee Coordinator's Office and secured Ethnic Community Self-Help funding from ORR. The Association is now a fully functional and highly professional social service organization. Mr. Bogre holds a Master's degree in law and worked as a government lawyer for the Government of Burkina Faso, before coming to the United States in 2003. Mr. Bogre is currently employed by Charles River Laboratory.

**George J. Wright, Executive Director:** Mr. Wright is a native of Bangor, Maine. Mr. Wright has worked for nearly seven years in the refugee service sector, holding various positions from



direct service and management, to technical assistance provision and research. Mr. Wright recently worked for the Ethiopian Community Development Council of Arlington, Virginia as a Program Specialist and Development Officer. He is the author of several refugee community needs assessments and a Navigation Guide on United Kingdom Refugee Resettlement, published on the Information Centre about Asylum and Refugees (UK) website. Mr. Wright holds a Bachelor's degree in Geography from Middlebury College and a Master's degree in Human Rights from the University of Essex (UK).

## **VRRP**

### **Megan Cannella-ELT Coordinator**

Megan Cannella holds a Master of Arts degree in Teaching English as a Second Language (MA-TESL) from St. Michael's College, Colchester, VT, and is a graduate of St. Lawrence University, Canton, NY. Prior to joining VRRP in 2004, Megan taught ESL adult classes at the Fletcher Free Library and served as an AmeriCorps VISTA member working in family literacy programs in Burlington. She has designed and implemented specialized ELT curricula for several work place English programs, including the Vermont Teddy Bear Company, Rhino Foods, and ClearSource. Megan has some fluency in Kiswahili.



## **AALV JOB DESCRIPTION**

### **Job Skills Coordinator**

#### **The Association of Africans Living in Vermont**

The Association of Africans Living in Vermont is a 501c3 non-profit organization whose mission is: to promote the equal opportunity, dignity, and self-sufficiency of individuals and families, who have a link to the African Continent, regardless of race, ethnic group, religious or political affiliation; or sexual orientation. The organization is headed by an Executive Director and is overseen by a Board of Directors.

#### **POSITION OVERVIEW**

The Job Skills Coordinator conducts refugee participant recruitment, screening, training oversight and assistance, and job placement services for the implementation of AALV's job skills training project.

#### **RESPONSIBILITIES**

- Recruit recently-arrived refugees to participate in job-skills training programs from members of different resettled ethnic communities who may have arrived directly into Vermont or arrived from another state.
- Screen all training project applications from refugees and assist with the testing of applicants for English language ability.
- Provide daily oversight of refugee participants in the job skills training project, monitoring timely attendance, progress, and any negatively-impacting household social conditions.
- Assist Advanced Welding Institute and English language training staff with the delivery of skills training, either through cultural or linguistic interpretation when called upon.
- Provide job placement services for participants who complete the job skills training; educate participants and potential employers about the benefits of the Vermont Apprenticeship Program; monitor employment of participants
- Other duties as assigned by Executive Director.

Miscellaneous administrative tasks may occasionally be required.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to effectively communicate, verbally and in writing, in English **and** one or more languages spoken on the African Continent.
- Strong familiarity with the transitional experiences of refugees or other immigrants from Africa;
- Previous experience in social work, employment skills training; refugee resettlement, or health desired but not necessary;
- Strong interpersonal and conflict management skills required;
- Basic computer proficiency;
- Reliable transportation and clean driving record required.

**EMPLOYMENT CLASSIFICATION and SALARY**

The Job Skills Coordinator position is classified as "Part-time, Exempt" (20 hours per week). A competitive salary and benefits is offered.

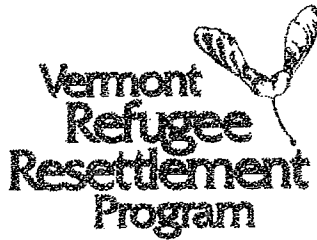
**TO APPLY**

Please submit a cover letter and résumé to [gwrightiv@yahoo.com](mailto:gwrightiv@yahoo.com) or to 139 Elmwood Ave, Burlington, VT 05401. Position remains open until filled.

The AALV is an equal opportunity employer.  
AALV/JSC (02/07)

# Project Timeline

Key Tasks	07			08									09				
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Establish project workplan with project partners																	
Modify existing welding curriculum																	
Hire Job Skills Coordinator																	
Recruit refugee participants																	
Hold information and registration sessions																	
Screen refugee participants																	
Conduct welding training																	
Conduct English language training																	
Place refugee participants in job upgrades and enroll in Vermont apprenticeship program																	
Monitor refugee participants' success in new employment positions																	
Conduct Project Steering Committee Meetings																	
Evaluate Project Success																	



February 27, 2007

Denise Lamoureux  
State Refugee Coordinator  
AHS Planning Division  
103 South Main Street  
Waterbury, VT 05671-0203

Re: Unlimited Potential: Vermont Refugee Workforce Development

Dear Denise:

On behalf of the U.S. Committee for Refugees and Immigrants (USCRI), I am writing in support of your proposal to the Office of Refugee Resettlement (ORR) for funding of the "Unlimited Potential: Vermont Refugee Workforce Development" project.

The Vermont Refugee Resettlement Program (VRRP), a USCRI field office, is pleased to collaborate with the State of Vermont, the Association of Africans Living in Vermont (AALV), and the Advanced Welding Instituted (AWI) in this project should funding be approved. As delineated in the project proposal, VRRP staff will provide English language instruction and foreign language interpreting services in AWI classrooms. Additionally, VRRP staff will participate in periodic project steering meetings with partner agencies.

I look forward to working with you and our partners in this promising initiative.

Sincerely,

A handwritten signature in cursive script that reads "Bob Sanders".

Bob Sanders

Cc: USCRI/Eskinder Negash

The Association of Africans Living in Vermont  
139 Elmwood Avenue  
Burlington, Vermont 05401  
(802) 985-3106



February 27, 2007

Dennis Lamoureux  
State Refugee Coordinator  
Agency of Human Services  
State of Vermont  
103 South Maine Street  
Waterbury, VT 05...

Re: Letter of Partnership for Unanticipated Arrivals Grant

Dear Dennis:

The Association of Africans Living in Vermont (AALV) is proud to partner with the Office of the State Refugee Coordinator of the State of Vermont. This project holds enormous promise for anticipated and unanticipated recently-arrived refugees to emerge from welfare.

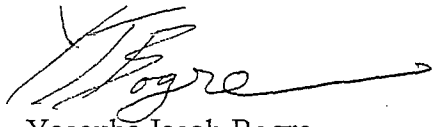
The AALV understands that it will coordinate the implementation of the grant working in close partnership with AWI and VRRP, under the auspices of your office. As you know, the AALV maintains strong grass-roots connections to the recently-arrived African refugee community. In addition, the AALV has experience managing and reporting for ORR grants.

Because we are largely an association of recently-arrived refugees, we know first-hand the struggles faced by refugees in Vermont. Most of our households are between four and twelve persons in number. The economic strains on these families are tremendous. Skills-training is our community's best opportunity to become truly self-sufficient.

Thank you for recognizing the merits of the project's design and the uniqueness of this collaboration. Thank you for agreeing to sponsor this proposal's submission.

Best regards,

  
George J. Wright  
Executive Director

  
Yacouba Jacob Bogre  
President



ADVANCED WELDING INSTITUTE

2 Green Tree Drive  
Suite 3  
South Burlington, VT 05403  
(802) 660-0600

27 February 2007

Association of Africans Living in Vermont, Inc.  
139 Elmwood Avenue  
Burlington, VT 05401

George,

Thank you for touring our school and considering us in your endeavors to train individuals in your organization.

Advanced Welding Institute has previously joined organizations such as Skills USA, Department of Labor and Vocational Rehabilitation, among others, to train or re-train individuals seeking to attain a marketable skill with a high demand. Our office has seen an increase in call volume from prospective employers across the United States who are in desperate need for qualified welders. Local companies that have hired our graduates continually rely on AWI in their attempts to fill open positions.

As per your discussion with our Director, Richard Irick, Advanced Welding Institute is prepared to provide two 40 hour training sessions per individual. Training will consist of classroom (videos and lecture) and hands-on practical welding training with an emphasis on skills that could open the door for future employment. With the basic training we will provide, we hope that additional on the job training will continue when these individuals gain employment to ensure their success. Mr. Irick agreed to the approximate funds of \$65,250.00 in exchange for training the newly arrived refugees who seek to make a more secure and prosperous life in Vermont.

The faculty and staff at Advanced Welding Institute look forward to this partnership with the Association of Africans Living in Vermont. With the diligent efforts of all who aid these individuals in the Refugee Resettlement, we should be able to provide them with a brighter future.

Please feel free to contact me at (802) 660-0600 or [kim@advancedweldinginstitute.com](mailto:kim@advancedweldinginstitute.com) if you have any questions or concerns.

Respectfully,

Kim Beauchemin  
Administrator

Fax: (802) 660-0689



State of Vermont  
Department of Labor  
5 Green Mountain Drive  
P.O. Box 488  
Montpelier, VT 05601-0488  
[www.labor.vermont.gov](http://www.labor.vermont.gov)

[phone] 802-828-4000  
[fax] 802-828-4022

February 27, 2007

Yacouba Jacob Bogre, President  
Association of Africans Living in Vermont  
139 Elmwood Avenue  
Burlington, Vermont 05401

Dear Mr. Bogre,

Please accept this letter as an enthusiastic endorsement of your request for grant funding through the Office of Refugee Resettlement.

As the Director of Apprenticeship in Vermont, I am very well aware of the critical shortage of workers in the construction trades. Your proposal to train individuals in welding will help address this shortage and prepare your participants to compete for highly-paid positions in the Vermont economy.

In addition to the construction occupations which require welding, Vermont has many manufacturers involved in metal-forming work. The skills provided during the training will be a valuable asset in this sector as well.

I applaud your inclusion of English language training into the curriculum. Employers tell us often that the need for trade-related language skills is great, particularly when it comes to explaining safety procedures. The combination of occupational and language skills will surely result in the best opportunities for self-sufficiency for your clients.

I wish you all the best as you continue your good work.

Sincerely,

A handwritten signature in black ink, appearing to read "Patricia K. Nagy".

Patricia K. Nagy, Director  
VT Registered Apprenticeship Program







FAB-TECH  
INCORPORATED

480 Hercules Drive  
Colchester, VT 05446 USA  
Tel: 802-655-8800 Fax: 802-655-8804  
www.fabtechinc.com

February 27, 2007

Mr. Jacob Bogre  
Association of Africans Living in Vermont, Inc.  
139 Elmwood Avenue  
Burlington, Vermont 05401

Dear Mr. Bogre:

I am writing on behalf of Fab-Tech, Inc. in support of the grant your organization is pursuing. Fab-Tech is the world's leading manufacturer of corrosive fume exhaust systems for industrial manufacturing applications. Fab-Tech employs approximately 160 people in Colchester and Winooski, many of whom are foreign-born immigrants and refugees.

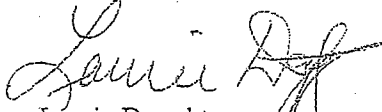
Our support of this initiative is twofold. It will benefit many local employers struggling to find reliable, skilled workers. And more importantly, it will provide the refugees resettling in Vermont with the necessary skills to become self-sufficient, contributing members of our community.

Recruitment has been a significant challenge for Fab-Tech. The current labor market lacks skilled and semi-skilled tradesmen, especially TIG welders. To ensure the future success of Vermont's manufacturing community, we need additional efforts to support local workforce development.

I hope that your organization is successful in obtaining this grant. Fab-Tech is happy to support your efforts in any way possible. We can provide tours of our facility or coordinate job shadow opportunities if it would complement your program.

If I can be of further assistance, please feel free to contact me at (802) 338-4407 or [lauried@fabtechinc.com](mailto:lauried@fabtechinc.com).

Best regards,

  
Laurie Doughty  
Human Resources Manager



February 27, 2007

Denise Lamoureux  
State Refugee Coordinator  
AHS Planning Division  
103 South Main Street  
Waterbury, VT 05671-0203

Re: Unlimited Potential: Vermont Refugee Workforce Development

Dear Denise:

On behalf of the U.S. Committee for Refugees and Immigrants (USCRI), I am writing in support of your proposal to the Office of Refugee Resettlement (ORR) for funding of the "Unlimited Potential: Vermont Refugee Workforce Development" project.

The Vermont Refugee Resettlement Program (VRRP), a USCRI field office, is pleased to collaborate with the State of Vermont, the Association of Africans Living in Vermont (AALV), and the Advanced Welding Instituted (AWI) in this project should funding be approved. As delineated in the project proposal, VRRP staff will provide English language instruction and foreign language interpreting services in AWI classrooms. Additionally, VRRP staff will participate in periodic project steering meetings with partner agencies.

I look forward to working with you and our partners in this promising initiative.

Sincerely,

A handwritten signature in black ink that reads "Bob Sanders". The signature is written in a cursive, flowing style.

Bob Sanders

Cc: USCRI/Eskinder Negash



DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ADMINISTRATION FOR CHILDREN AND FAMILIES

Discretionary Programs  
Financial Reporting Requirements

Standard form 269 – Financial Status Report

Financial Status Reports (SF-269's) are due 30 days after the end of the second and fourth quarters of the budget period (every six months).

A final SF-269 is due 90 days after the end of the project period. This financial status report and the Payment Management System (PMS) expenditures report for the reporting period must reconcile. For the report to be considered final, all unliquidated obligations must have been paid and \$-0- entered on line 10(k) of the Financial Status Report.

All financial status reports must be signed by the recipient organization's financial officer, or by a designated individual in the organization for which notification of such designation by an authorized official of the organization has been submitted to the Administration for Children and Families.

**The Federal grant award number should be indicated on all reports.**

Submit the original and two copies of the Financial Status Reports to:

**Mailing Address:**

U.S. Department of Health and Human Services  
Administration for Children and Families  
Office of Grants Management  
Division of Discretionary Grants  
370 L'Enfant Promenade, S.W. 6<sup>th</sup> floor  
Washington, D.C. 20447

**Delivery Address: (commercial/private courier)**

U.S. Department of Health and Human Services  
Administration for Children and Families  
Office of Grants Management  
Division of Discretionary Grants  
901 D Street, S.W., 6<sup>th</sup> Floor  
Washington, D.C. 20024

Failure to submit reports when due will be indicative of non-compliance with the award terms and conditions

**FINANCIAL STATUS REPORT**

(Long Form)

(Follow instructions on the back)

1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned By Federal Agency			OMB Approval No. <b>0348-0039</b>	Page of pages
3. Recipient Organization (Name and complete address, including ZIP code)						
4. Employer Identification Number		5. Recipient Account Number or Identifying Number		6. Final Report <input type="checkbox"/> Yes <input type="checkbox"/> No		7. Basis <input type="checkbox"/> Cash <input type="checkbox"/> Accrual
8. Funding/Grant Period (See instructions) From: (Month, Day, Year)			To: (Month, Day, Year)		9. Period Covered by this Report From: (Month, Day, Year)	
					To: (Month, Day, Year)	
10. Transactions:				i	ii	iii
				Previously Reported	This Period	Cumulative
a. Total outlays						0.00
b. Refunds, rebates, etc.						0.00
c. Program income used in accordance with the deduction alternative						0.00
d. Net outlays (Line a, less the sum of lines b and c)				0.00	0.00	0.00
<b>Recipient's share of net outlays, consisting of:</b>						
e. Third party (in-kind) contributions						0.00
f. Other Federal awards authorized to be used to match this award						0.00
g. Program income used in accordance with the matching or cost sharing alternative						0.00
h. All other recipient outlays not shown on lines e, f or g						0.00
i. Total recipient share of net outlays (Sum of lines e, f, g and h)				0.00	0.00	0.00
j. Federal share of net outlays (line d less line i)				0.00	0.00	0.00
k. Total unliquidated obligations						
l. Recipient's share of unliquidated obligations						
m. Federal share of unliquidated obligations						
n. Total Federal share (sum of lines j and m)						0.00
o. Total Federal funds authorized for this funding period						
p. Unobligated balance of Federal funds (Line o minus line n)						0.00
<b>Program income, consisting of:</b>						
q. Disbursed program income shown on lines c and/or g above						
r. Disbursed program income using the addition alternative						
s. Undisbursed program income						
t. Total program income realized (Sum of lines q, r and s)						0.00
11. Indirect Expense	a. Type of Rate (Place "X" in appropriate box) <input type="checkbox"/> Provisional <input type="checkbox"/> Predetermined <input type="checkbox"/> Final <input type="checkbox"/> Fixed					
	b. Rate	c. Base	d. Total Amount	e. Federal Share		
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.						
13. Certification: I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.						
Typed or Printed Name and Title					Telephone (Area code, number and extension)	
Signature of Authorized Certifying Official					Date Report Submitted	

Public reporting burden for this collection of information is estimated to average 30 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 (0348-0039), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET.**

Please type or print legibly. The following general instructions explain how to use the form itself. You may need additional information to complete certain items correctly, or to decide whether a specific item is applicable to this award. Usually, such information will be found in the Federal agency's grant regulations or in the terms and conditions of the award (e.g., how to calculate the Federal share, the permissible uses of program income, the value of in-kind contributions, etc.). You may also contact the Federal agency directly.

Item	Entry	Item	Entry
1, 2 and 3.	Self-explanatory.	10b.	Enter any receipts related to outlays reported on the form that are being treated as a reduction of expenditure rather than income, and were not already netted out of the amount shown as outlays on line 10a.
4.	Enter the Employer Identification Number (EIN) assigned by the U.S. Internal Revenue Service.	10c.	Enter the amount of program income that was used in accordance with the deduction alternative.
5.	Space reserved for an account number or other identifying number assigned by the recipient.	Note:	Program income used in accordance with other alternatives is entered on lines q, r, and s. Recipients reporting on a cash basis should enter the amount of cash income received; on an accrual basis, enter the program income earned. Program income may or may not have been included in an application budget and/or a budget on the award document. If actual income is from a different source or is significantly different in amount, attach an explanation or use the remarks section.
6.	Check <i>yes</i> only if this is the last report for the period shown in item 8.	10d.	e, f, g, h, i and j. Self-explanatory.
7.	Self-explanatory.	10k.	Enter the total amount of unliquidated obligations, including unliquidated obligations to subgrantees and contractors.  Unliquidated obligations on a cash basis are obligations incurred, but not yet paid. On an accrual basis, they are obligations incurred, but for which an outlay has not yet been recorded.  Do not include any amounts on line 10k that have been included on lines 10a and 10j.  On the final report, line 10k must be zero.
8.	Unless you have received other instructions from the awarding agency, enter the beginning and ending dates of the current funding period. If this is a multi-year program, the Federal agency might require cumulative reporting through consecutive funding periods. In that case, enter the beginning and ending dates of the grant period, and in the rest of these instructions, substitute the term "grant period" for "funding period."	10l.	Self-explanatory.
9.	Self-explanatory.	10m.	On the final report, line 10m must also be zero.
10.	The purpose of columns I, II, and III is to show the effect of this reporting period's transactions on cumulative financial status. The amounts entered in column I will normally be the same as those in column III of the previous report in the same funding period. If this is the first or only report of the funding period, leave columns I and II blank. If you need to adjust amounts entered on previous reports, footnote the column I entry on this report and attach an explanation.	10n.	o, p, q, r, s and t. Self-explanatory.
10a.	Enter total gross program outlays. Include disbursements of cash realized as program income if that income will also be shown on lines 10c or 10g. Do not include program income that will be shown on lines 10f or 10s.  For reports prepared on a cash basis, outlays are the sum of actual cash disbursements for direct costs for goods and services, the amount of indirect expense charged, the value of in-kind contributions applied, and the amount of cash advances and payments made to subrecipients. For reports prepared on an accrual basis, outlays are the sum of actual cash disbursements for direct charges for goods and services, the amount of indirect expense incurred, the value of in-kind contributions applied, and the net increase or decrease in the amounts owed by the recipient for goods and other property received, for services performed by employees, contractors, subgrantees and other payees, and other amounts becoming owed under programs for which no current services or performances are required, such as annuities, insurance claims, and other benefit payments.	11a.	Self-explanatory.
		11b.	Enter the indirect cost rate in effect during the reporting period.
		11c.	Enter the amount of the base against which the rate was applied.
		11d.	Enter the total amount of indirect costs charged during the report period.
		11e.	Enter the Federal share of the amount in 11d.
		Note:	If more than one rate was in effect during the period shown in item 8, attach a schedule showing the bases against which the different rates were applied, the respective rates, the calendar periods they were in effect, amounts of indirect expense charged to the project, and the Federal share of indirect expense charged to the project to date.

**FINANCIAL STATUS REPORT**  
(Long Form)

(Follow instructions on the back)

1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned By Federal Agency			OMB Approval No. <b>0348-0039</b>	Page of  pages
3. Recipient Organization (Name and complete address, including ZIP code)						
4. Employer Identification Number		5. Recipient Account Number or Identifying Number		6. Final Report <input type="checkbox"/> Yes <input type="checkbox"/> No		7. Basis <input type="checkbox"/> Cash <input type="checkbox"/> Accrual
8. Funding/Grant Period (See instructions) From: (Month, Day, Year)		To: (Month, Day, Year)		9. Period Covered by this Report From: (Month, Day, Year)		To: (Month, Day, Year)
10. Transactions:				I	II	III
				Previously Reported	This Period	Cumulative
a. Total outlays						0.00
b. Refunds, rebates, etc.						0.00
c. Program income used in accordance with the deduction alternative						0.00
d. Net outlays (Line a, less the sum of lines b and c)				0.00	0.00	0.00
<b>Recipient's share of net outlays, consisting of:</b>						
e. Third party (in-kind) contributions						0.00
f. Other Federal awards authorized to be used to match this award						0.00
g. Program income used in accordance with the matching or cost sharing alternative						0.00
h. All other recipient outlays not shown on lines e, f or g						0.00
i. Total recipient share of net outlays (Sum of lines e, f, g and h)				0.00	0.00	0.00
j. Federal share of net outlays (line d less line i)				0.00	0.00	0.00
k. Total unliquidated obligations						
l. Recipient's share of unliquidated obligations						
m. Federal share of unliquidated obligations						
n. Total Federal share (sum of lines j and m)						0.00
o. Total Federal funds authorized for this funding period						
p. Unobligated balance of Federal funds (Line o minus line n)						0.00
<b>Program income, consisting of:</b>						
q. Disbursed program income shown on lines c and/or g above						
r. Disbursed program income using the addition alternative						
s. Undisbursed program income						
t. Total program income realized (Sum of lines q, r and s)						0.00
11. Indirect Expense		a. Type of Rate (Place "X" in appropriate box)				
		<input type="checkbox"/> Provisional		<input type="checkbox"/> Predetermined		<input type="checkbox"/> Final
		b. Rate	c. Base	d. Total Amount		e. Federal Share
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.						
13. Certification: I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.						
Typed or Printed Name and Title					Telephone (Area code, number and extension)	
Signature of Authorized Certifying Official					Date Report Submitted	

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Item	Entry	Item	Entry
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4.	Enter the Employer Identification Number (EIN) assigned by the U.S. Internal Revenue Service.	10c.	Enter the amount of program income that was used in accordance with the deduction alternative.
5.	Space reserved for an account number or other identifying number assigned by the recipient.	Note:	Program income used in accordance with other alternatives is entered on lines q, r, and s. Recipients reporting on a cash basis should enter the amount of cash income received; on an accrual basis, enter the program income earned. Program income may or may not have been included in an application budget and/or a budget on the award document. If actual income is from a different source or is significantly different in amount, attach an explanation or use the remarks section.
6.	Check yes only if this is the last report for the period shown in item 8.	10d.	e, f, g, h, i and j. Self-explanatory.
7.	Self-explanatory.	10k.	Enter the total amount of unliquidated obligations, including unliquidated obligations to subgrantees and contractors.  Unliquidated obligations on a cash basis are obligations incurred, but not yet paid. On an accrual basis, they are obligations incurred, but for which an outlay has not yet been recorded.  Do not include any amounts on line 10k that have been included on lines 10a and 10j.  On the final report, line 10k must be zero.
8.	Unless you have received other instructions from the awarding agency, enter the beginning and ending dates of the current funding period. If this is a multi-year program, the Federal agency might require cumulative reporting through consecutive funding periods. In that case, enter the beginning and ending dates of the grant period, and in the rest of these instructions, substitute the term "grant period" for "funding period."	10l.	Self-explanatory.
9.	Self-explanatory.	10m.	On the final report, line 10m must also be zero.
10.	The purpose of columns I, II, and III is to show the effect of this reporting period's transactions on cumulative financial status. The amounts entered in column I will normally be the same as those in column III of the previous report in the same funding period. If this is the first or only report of the funding period, leave columns I and II blank. If you need to adjust amounts entered on previous reports, footnote the column I entry on this report and attach an explanation.	10n.	o, p, q, r, s and t. Self-explanatory.
10a.	Enter total gross program outlays. Include disbursements of cash realized as program income if that income will also be shown on lines 10c or 10g. Do not include program income that will be shown on lines 10r or 10s.  For reports prepared on a cash basis, outlays are the sum of actual cash disbursements for direct costs for goods and services, the amount of indirect expense charged, the value of in-kind contributions applied, and the amount of cash advances and payments made to subrecipients. For reports prepared on an accrual basis, outlays are the sum of actual cash disbursements for direct charges for goods and services, the amount of indirect expense incurred, the value of in-kind contributions applied, and the net increase or decrease in the amounts owed by the recipient for goods and other property received, for services performed by employees, contractors, subgrantees and other payees, and other amounts becoming owed under programs for which no current services or performances are required, such as annuities, insurance claims, and other benefit payments.	11a.	Self-explanatory.
		11b.	Enter the indirect cost rate in effect during the reporting period.
		11c.	Enter the amount of the base against which the rate was applied.
		11d.	Enter the total amount of indirect costs charged during the report period.
		11e.	Enter the Federal share of the amount in 11d.
		Note:	If more than one rate was in effect during the period shown in item 8, attach a schedule showing the bases against which the different rates were applied, the respective rates, the calendar periods they were in effect, amounts of indirect expense charged to the project, and the Federal share of indirect expense charged to the project to date.

## Instructions for Requesting Payment of Federal Awards

This award will be paid through the Department of Health and Human Services' Division of Payment Management (DPM), operating under the Program Support Center (PSC). The DPM provides automated grant payment and cash management services for the entire Federal Government. DPM operates the centralized payment system, Payment Management System (PMS), and acts as a liaison between the Administration for Children and Families to resolve any discrepancies. For additional information, please visit their Website at [WWW.DPM.PSC.GOV](http://WWW.DPM.PSC.GOV).

If this is your first award paid through the DPM, it is recommended that you review their Website. Their New Recipient section provides basic information and addresses both funding and reporting requirements necessary for receiving your awarded funds. It is mandatory that all new recipients complete and send to DPM a Direct Deposit Sign-Up Form (SF 1199A). The form can be printed from DPM's Website or obtained from your local financial institution.

The DPM operates in a completely electronic environment; therefore, paper payment requests and Treasury checks are no longer used. All requests and payments are made electronically. DPM utilizes two funding request systems, Cashline and Smartlink II. Grantees are provided instructions by DPM on the procedures and Federal requirements necessary to receive your funding.

Cashline allows the grantees to dial directly into a "voice response" computer via a touch tone telephone. Smartlink II allows the grantees to request their funding via a computer and modem and may be accessed through the Internet. Smartlink II's most notable advantage over Cashline is the grantee's ability to "inquiry" into account balances.

Regardless of the method used to initiate a payment request, funds are electronically deposited into the designated bank account the next business day. Funds can be requested as frequently as disbursements are made under both systems. Since funds are available the next business day, regulations prohibit payments in excess of your immediate disbursement needs.

Payment method for state agencies shall be consistent with Treasury/State CMIA agreements or default procedures codified under 31 CFR Part 205.

If after visiting the DPM Website you have additional questions or require more information, please contact DPM at 1-877-614-5533 from 7:00 AM to 6:30 PM est.





DEPARTMENT OF HEALTH & HUMAN SERVICES



## Opportunity to Comment - Simplification of Federal Grant Programs

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### Opportunity to Comment - Simplification of Federal Grant Programs

On November 20, 1999, the President signed into law the Federal Financial Assistance Management Improvement Act (Public Law 106-107) whose purposes are to improve the delivery of services to the public and the effectiveness and performance of Federal grant programs. Federal agencies are working with OMB to: develop uniform administrative rules and common application and reporting systems; replace paper with electronic processing in administration of grant programs; and identify statutory impediments to grant program simplification.

Consultation with the recipient community is an important part of the grant program simplification effort. We welcome ideas to make it easier for State, local, and tribal governments and nonprofit organizations to apply for and report on Federal grants. Please send your comments via email to: [PL106107@os.dhhs.gov](mailto:PL106107@os.dhhs.gov) and be sure to include the name of the organization you represent.

We want to know which processes in the grants life cycle need streamlining and/or improvement, and your suggestions for achieving improvements. We need to know what is most important to you, in terms of grants simplification. Finally, we want you to identify the specific grant program(s) that you find to be most burdensome, with some detail about why they are burdensome, individually or collectively, because we need to focus our efforts on those programs that are in the greatest need of review and streamlining.

Your input is valued, and is part of the larger process of achieving the goals of P. L. 106-107, namely simplification of Federal grant programs for the benefit of our recipients. Please note there will not be any individual response to the input, however we intend to periodically provide summary information relating to implementation of the law, under the "What's New" link in GrantsNet ([www.hhs.gov/grantsnet](http://www.hhs.gov/grantsnet)). Thank you for your participation.

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Contact the affected Federal awarding agency or pass-through entity if you have any questions.

Failure to meet the single audit requirements could result in your entity having to repay grant monies and/or losing access to future Federal funding.

#### Additional Information and Where to Get Help

##### ◆ *OMB Source Documents*

Single audit requirements are set forth in OMB Circular A-133 and the OMB Circular A-133 Compliance Supplement, which are on OMB's website ([www.omb.gov/grants](http://www.omb.gov/grants)).

##### ◆ *Federal Agency Contact for General Assistance*

A Federal agency has been designated to answer your questions and provide help when needed with your single audit. This designation is generally based upon which Federal agency provides you with the most direct Federal funding. (Circular A-133 (paragraph .400) provides specific guidance for determining which Federal agency is designated to assist you.)

The single audit contacts are listed in Appendix III of the OMB Circular A-133 Compliance Supplement.

##### ◆ *Highlights of the Single Audit Process*

The Grants Management Committee of the Chief Financial Officers Council produced a pamphlet, *Highlights of the Single Audit Process*, to acquaint officials of Federal awarding agencies and non-Federal entities with the single audit process. It is available on the FAC website ([harvester.census.gov/fac](http://harvester.census.gov/fac)).

June 2005

# Single Audit Basics and Where to Get Help

for Federal Grant Recipients



Grants Management Committee

## Background

Each year, the Federal Government provides over \$400 billion—one-sixth of the Federal budget—in grants to non-Federal entities (States, local and tribal governments, colleges and universities, and other non-profit organizations). Audits are a primary tool used by the Federal government to ensure that these funds are expended properly.

## Basic Requirements

All non-Federal entities that expend \$500,000 or more of Federal awards in a year are required to obtain an annual audit in accordance with the Single Audit Act Amendments of 1996, Office of Management and Budget (OMB) Circular A-133, "Audits of States, Local Governments and Non-Profit Organizations," the OMB Circular A-133 Compliance Supplement and *Government Auditing Standards*.

Entities expending less than \$500,000 in a year are exempt from Federal audit requirements, but must make records available for review or audit by Federal agencies or pass-through entities (non-Federal entities from whom they receive Federal funds), if requested.

## What is a Single Audit?

Most non-Federal entities annually prepare financial statements and have them audited. A single audit combines the annual financial statement audit with additional audit coverage of Federal funds. The single audit is intended to meet the basic audit needs of both the non-Federal entity and Federal awarding agencies. Any additional auditing by the Federal government shall build upon work performed by other auditors.

## Your Primary Responsibilities

In addition to your responsibility to administer Federal awards in compliance with Federal requirements, you have a key role to play in the single-audit process:

### ◆ Identifying Federal awards received and expended.

You are required to account for Federal funds received and expended by individual award. This information

is usually provided in grant award documents. Check with the awarding agency if you have any questions.

### ◆ Preparing financial statements and a Schedule of Expenditures of Federal Awards (SEFA).

Most non-Federal entities prepare annual financial statements for their own purposes and are familiar with the process. Your auditor can usually answer any questions on financial statement preparation.

OMB Circular A-133 sets forth the minimum content requirements for the SEFA. Questions on the preparation of the SEFA can be addressed to your auditor, Federal awarding agency, or pass-through entity.

### ◆ Obtaining the audit and ensuring it is completed.

OMB Circular A-133 requires that Federal administrative rules be followed in procuring audit services, which can be found on OMB's website. Factors to consider in evaluating proposals for audit services include responsiveness to the request for proposal, availability of staff with professional qualifications and relevant experience, results of quality reviews and price.

The Mid-America Intergovernmental Audit Forum ([www.auditforum.org](http://www.auditforum.org)) has published a pamphlet, *Choosing an External Auditor*, to assist non-Federal entities in the procurement of audit services.

The Government Accountability Office's website ([www.gao.gov](http://www.gao.gov)) also contains a pamphlet, *How to Avoid a Substandard Audit: Suggestions for Procuring an Audit*. *Government Auditing Standards*, the standards auditors must follow in conducting the audit, are also available at this site.

### ◆ Submitting the audit reporting package and Data Collection Form (form SF-SAC) to the Federal Audit Clearinghouse (FAC) and pass-through entities

The reporting package includes your financial statements and SEFA, the auditor's reports, including a schedule of findings and questioned costs, and, if applicable, your corrective action plan and a summary

schedule of prior audit findings.

You and your auditor jointly prepare form SF-SAC. You are encouraged to prepare the SF-SAC using the online option at the FAC website ([harvester.census.gov/fac](http://harvester.census.gov/fac)). Blank forms can be downloaded from the FAC's website and hard copies are also available on request.

It is your responsibility to submit the SF-SAC together with the appropriate number (per the SF-SAC instructions) of reporting packages to the FAC within 30 days of the receipt of the auditor's reports, but no later than 9 months after the end of your fiscal year. The FAC distributes the reporting package to Federal agencies and maintains an archival copy. Information from the form SF-SAC is captured by the FAC in an electronic database, which is publicly accessible via its website.

For more information concerning submissions to the FAC, contact the FAC at [govs.fac@census.gov](mailto:govs.fac@census.gov) or toll-free at 1-888-222-9907.

If you are a subrecipient receiving Federal funds from a pass-through entity, you are also required to submit either a copy of the reporting package, or a notification that the audit was completed, to each pass-through entity that provides you with Federal funding. Contact your pass-through entity (ies) for questions concerning submissions to them.

### ◆ Taking corrective action on audit findings.

You are required to prepare a corrective action plan that addresses each audit finding. The affected Federal awarding agency(ies) or pass-through entity(ies) should contact you on the acceptability of your plan or alternative actions it expects you to take. You are responsible for taking those actions.

**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.

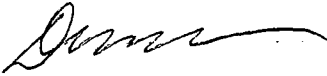
**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET.  
SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**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. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
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).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE State Refugee Coordinator
APPLICANT ORGANIZATION State of Vermont	DATE SUBMITTED February 27, 2007

## CERTIFICATION REGARDING LOBBYING

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

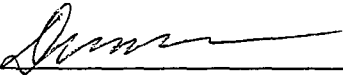
(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this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

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients 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:

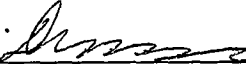
If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States 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.

  
\_\_\_\_\_  
Signature  
State Refugee Coordinator  
\_\_\_\_\_  
Title  
State of Vermont  
\_\_\_\_\_  
Organization

## CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity. By signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act.

The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for the children's services and that all subgrantees shall certify accordingly.

  
\_\_\_\_\_  
Signature  
State Refugee Coordinator  
\_\_\_\_\_  
Title  
State of Vermont  
\_\_\_\_\_  
Organization