

**CMPP National Board  
Case Management Pilot Program (CMPP)  
Subrecipient Solicitation**

**Issued By:** Case Management Pilot Program National Board

**CFDA Number:** 97.102

**Funding Opportunity Title:** Fiscal Year 2024 Case Management Pilot Program (CMPP)

**Funding Opportunity Number:** DHS-24-GPD-102-00-99

**Deadline for Applications:** January 10, 2025

**Authorizing Authority for Program:** Department of Homeland Security Appropriations Act, 2024, Pub. L. No. 118-47

**Appropriation Authority for Program:** Department of Homeland Security Appropriations Act, 2024, Pub. L. No. 118-47

**Total Amount Available:** \$13,653,079

**Projected Period of Performance Start Date(s):** March 1, 2025.

**Projected Period of Performance End Date(s):** August 31, 2027.

**Number of awards anticipated:** Up to 4 awards

**Individual Award amount:** Maximum of \$3,413,000

**Funding Instrument Type:** Subaward, Cooperative Agreement

**Cost Share or Match:** None

## **A. PROGRAM DESCRIPTION**

The Case Management Pilot Program (CMPP) shall make available case management and associated services to non-detained, noncitizens known to U.S. Immigration and Customs Enforcement (ICE). This includes individuals who have been paroled, released on bond, are in Alternatives to Detention (ATD) programs, and/or for whom a Notice to Appear has been issued. The CMPP National Board, via Church World Service, Inc., as secretariat and fiduciary agent, will provide subawards to local governments and/or local, community-based service providers (hereinafter “subrecipients”) to provide trauma-informed and culturally and linguistically responsive case management and related services to eligible noncitizens. Services provided by subrecipients shall include and are not limited to: mental health services; human trafficking screening; legal orientation; cultural orientation; connections to social services; and, for individuals departing the U.S., assistance with pre- departure planning and/or referral to reintegration services (if and where available). CMPP subrecipients shall provide additional services, or connections to services, identified as priorities by CMPP participants and which may include, but are not limited to: access to counsel, housing assistance, childcare, transportation, school enrollment, health care, translation/interpretation services, job training, flexible funds assistance, and language classes.

Applicants must propose a community consortium approach, with one lead subrecipient, to provide CMPP services. A consortium includes multiple local, community-based providers all providing comprehensive services to different clients, or multiple local, community-based providers each providing different services to CMPP clients such that that all services are available to each CMPP client. Members of a consortia shall be the lead agency and its sub- subrecipients.

Through subawards under this solicitation, the subrecipient(s) will make available case management and other services as described above.

Subject to the availability of federal funding, sub-award agreements will be a maximum of \$3,413,000 U.S. Dollars (USD) for a period beginning March 1, 2025 and ending August 31, 2027. CMPP funds will be sub-awarded to local, community-based subrecipients working within a consortium, as described above, for work that is within targeted communities in the continental U.S. that have both high rates of noncitizens relative to the population and a demonstrated need for implementation of the priorities and objectives listed above. Locations where there is not currently a CMPP are encouraged to apply.

Applicants proposing to serve more than one location must submit a separate application for each location. Applicants are discouraged from submitting more than two applications.

**Contact Person(s):** For questions about this solicitation, email [cmpp\\_info@cwsglobal.org](mailto:cmpp_info@cwsglobal.org)

### **Background and Program Goals:**

The CMPP’s goals are to ensure that noncitizens who have been paroled, released on bond, are in Alternatives to Detention (ATD) programs, and/or for whom a Notice to Appear has been issued

have access to voluntary, supportive, and comprehensive case management services, including critical services such as mental health services, human trafficking screenings, legal orientation programs, cultural orientation programs, and other services that CMPP participants identify as priority needs; and that CMPP participants returning to their home countries will receive pre-departure planning assistance and/or referral to reintegration services (if and where available).

The CMPP provides an opportunity for the Department of Homeland Security (DHS) to evaluate the effectiveness of voluntary case management services for noncitizens who have been paroled, released on bond, are in Alternatives to Detention (ATD) programs, and/or for whom a Notice to Appear has been issued, in a program that is overseen and managed through a National Board chaired by the DHS Officer for Civil Rights and Civil Liberties and composed of nongovernmental organizations with experience providing and/or evaluating case management programs for asylum seekers, refugees, and other noncitizens seeking immigration benefits in the U.S.

In addition, the CMPP provides an opportunity for DHS to assess the demand for CMPP services and for nonprofit and/or local government capacity to provide and connect voluntary participants to effective services. DHS will evaluate effectiveness by looking at what, if any, impact CMPP services have on participants' attendance at immigration court hearings, compliance with immigration obligations and orders, ability to secure legal representation, and ability to access a range of social services that CMPP participants identify as priorities through an individual, participatory, service-planning process.

Subject to the availability of federal funding, the CMPP National Board, through its fiduciary agent Church World Service, Inc., will distribute funds via subaward(s) to eligible local governments and/or nonprofits (hereinafter "subrecipients") and manage the national program.

### **1. Program Objectives:**

- to serve a minimum of 4,800 individuals with a goal of serving 5,800 or more
- to ensure that noncitizens who have been paroled, released on bond, are in Alternatives to Detention (ATD) programs, and/or for whom a Notice to Appear has been issued have voluntary, client-led access to case management services
- to ensure that noncitizens who have been paroled, released on bond, are in Alternatives to Detention (ATD) programs, and/or for whom a Notice to Appear has been issued have access to critical services including mental health services, human trafficking screening, legal orientation programs, and cultural orientation programs
- to ensure that noncitizens who have been paroled, released on bond, are in Alternatives to Detention (ATD) programs, and/or for whom a Notice to Appear has been issued have access to supportive departure planning and reintegration services, where available if they will be removed or voluntarily depart from the U.S.
- to ensure that noncitizens who have been paroled, released on bond, are in Alternatives to Detention (ATD) programs, and/or for whom a Notice to Appear has been issued have access to other critical supportive services that they identify as a priority
- to provide an opportunity to demonstrate and evaluate the effectiveness of voluntary case management services for noncitizens who have been paroled, released on

bond, are in Alternatives to Detention (ATD) programs, and/or for whom a Notice to Appear has been issued

- to assess the demand for voluntary case management services by noncitizens who have been paroled, released on bond, are in Alternatives to Detention (ATD) programs, and/or for whom a Notice to Appear has been issued
- to demonstrate nonprofit and/or local government capacity to provide and/or connect CMPP participants to effective services
- to evaluate the impact of providing CMPP services on participants' attendance at immigration court hearings, compliance with immigration obligations and orders, ability to secure legal representation, health, and wellbeing
- to evaluate the effectiveness of CMPP to provide referrals and facilitate connections to legal representation
- to evaluate the effectiveness of CMPP to provide access to a range of social services through a client-led, service planning process

## **2. CMPP Activities must include the following, at minimum:**

1. Intake
2. Individual assessment
3. Individual service planning
4. Individual goal setting
5. Trafficking screening
6. Other screenings, as needed (mental health, legal, etc.)
7. Mental Health Services
8. Legal Orientation
9. Cultural Orientation
10. Flexible Fund Assistance, if needed
11. Referrals, as requested (social services, legal, etc.)
12. Follow up

CMPP providers should offer the activities outlined above to program participants for a period of no less than 90 days, and will be required to provide notice about upcoming immigration court hearings and ICE appointments for nine months from the date of their initial enrollment, or the conclusion of the contract, whichever is shorter.

## **3. Participants and Audiences:**

Participants: Noncitizens who have been paroled, released on bond, are in Alternatives to Detention (ATD) programs, and/or for whom a Notice to Appear has been issued are eligible for CMPP participation. The CMPP program is voluntary.

Those who voluntarily enroll in CMPP will be removed/unenrolled from ICE's primary ATD program, Intensive Supervision Appearance Program (ISAP). CMPP participants will remain under ICE supervision and will be required to adhere to ICE check-in requirements and all other

ATD requirements, except for technology monitoring<sup>1</sup>.

Eligible noncitizens will be offered enrollment using three designated enrollment pathways as shown on Attachment 1, *CMPP Enrollment Pathways and PII Data Sharing*. Because there are many more potentially eligible participants than slots available in CMPP, the first two pathways below will feature randomized assignment to the program will support the most equitable allocation of this scarce resource. Randomization may also support future program evaluation. The three current designated enrollment pathways are:

1. In-person at ICE field offices or other CMPP-related locations: CRCL staff, located at sites where eligible participants check in with ICE, identifies individuals eligible for CMPP participation, randomizes the list of those potential participants, obtains a consent to share the potential participant's information with the subrecipient, and provides the subrecipient with contact information for those individuals randomized for participation. CMPP subrecipient contacts potential participants to offer voluntary enrollment in CMPP.
2. Telephonic: CRCL obtains a list of individuals who have been paroled, released on bond, are in Alternatives to Detention (ATD) programs, and/or for whom a Notice to Appear has been issued and eligible to participate in CMPP, randomizes the list, and provides the subrecipient with contact information for those individuals randomized for CMPP participation. CMPP subrecipient contacts potential participants to offer voluntary enrollment in CMPP.
3. Walk-Ins: Interested individuals may walk into subrecipient offices or other locations seeking assessment of their eligibility for CMPP participation. Subrecipients will provide CRCL with the names and A-numbers of interested individuals, so that CRCL can confirm eligibility, randomize for CMPP participation, and provide the subrecipient with confirmation of those individuals randomized for participation. CMPP subrecipient contacts potential participants to offer voluntary enrollment in CMPP.

The above enrollment pathways are subject to change based on ongoing evaluation by CRCL, Church World Service, and the National Board.

Neither the CMPP Board, Church World Service, nor the CMPP subrecipients awarded funding under this solicitation will provide information to ICE regarding program enrollment and participation, except to confirm enrollment in CMPP so that individual participants can be removed from ICE's Intensive Supervision Appearance Program, if applicable.

#### **4. Performance Indicators:**

The CMPP subrecipients will monitor and report on a variety of performance indicators that are

---

<sup>1</sup> For more information, see the Privacy Impact Assessment for the Alternatives to Detention (ATD) Program – Appendix A – Case Management Pilot Program, available at: [DHS/ICE/PIA-062 Alternatives to Detention \(ATD\) Program | Homeland Security](#)

Specific, Measurable, Achievable, Relevant and Time-bound (SMART)<sup>2</sup> and relate to those individuals voluntarily enrolled in the CMPP. The CMPP National Board, through its fiduciary agent Church World Service, will aggregate, analyze, and report on performance data to determine individual subrecipient and overall programmatic performance.

Church World Service will create and maintain a central data collection system where each subrecipient will be expected to enter performance data and indicators.

Each subrecipient will be responsible for quarterly reporting on the indicators listed below, as available, and for the analysis of progress and/or impediments to reaching CMPP targets. The CMPP National Board via Church World Service will assess the quality of data reported by subrecipients as part of the award activities. Therefore, subrecipients will be required to engage and collaborate in periodic data quality assessments.

A minimum set of indicators are below and must be included in submitted proposals. Applicants are encouraged to outline additional SMART indicators that will enhance the understanding of the progress toward the achievement of CMPP goals. Applicants must include a Monitoring and Evaluation Plan that reflects these indicators and any additional indicators proposed by the applicant.

Applicants must also explain in the submitted proposals how they plan to maintain confidentiality and safety of Personal Identifiable Information (PII) of the participants. All consortia members receiving and/or providing PII will be required to adopt a Privacy Policy consistent with a forthcoming DHS policy and to comply with all DHS privacy training requirements.

---

<sup>2</sup> **Specific, Measurable, Achievable, Relevant and Time-bound.** The first criterion, **Specific**, means that the indicator needs to be narrow and accurately describe what needs to be measured. **Measurable** means that regardless of who uses the indicator it would be measured in the same way. **Achievable** (or attainable) means that collecting the data should be straightforward and cost-effective. **Relevant** requires that the indicator be closely linked to the relevant outcome. Finally, **Time-bound** means that there should be a timeframe linked to the indicator (such as the frequency with which it is collected or measured).

**Performance Metrics:**

- Number of individuals enrolled in CMPP.
- Number of CMPP participants who were offered *case management services*, including how many participants received and how many declined services.
- Number of participants who were offered the following CMPP services, including how many participants received and how many declined each service:
  - o Mental health services
  - o Human trafficking screening
  - o Legal orientation
  - o Cultural orientation
  - o Departure information, planning and/or reintegration services (for those departing the United States voluntarily or because of an order of removal)
- Number of CMPP participants who identified each of the following services as a priority, and the number who were:
  - o Provided legal screening or provided and/or referred for legal services.
  - o Connected to other participant-identified social services which may include and are not limited to housing assistance, childcare, transportation, school enrollment, health care, translation/interpretation, job training, and language classes.
  - o Provided flexible fund assistance.

**Legal Program Performance Metrics**

- Number of CMPP participants without legal counsel at time of CMPP enrollment
- Number of CMPP participants who received pro se assistance through CMPP.
- Number of CMPP participants who obtained legal counsel during the CMPP period of performance.
- Length of time to first immigration hearing date, if applicable
- Length of time to immigration case resolution, if applicable
- Breakdown and percentage of forms of immigration relief applied for
- Breakdown and percentage of forms of immigration relief granted, such as asylum, CAT, etc.

## **Outcome Measures**

The evaluation will consider program design and collective outcomes:

- Number of CMPP participants who attended scheduled Executive Office of Immigration Review (EOIR) immigration court hearings, as applicable (Include breakdown of those with legal representation and those *pro se*).
- Number of CMPP participants identified as survivors of human trafficking.
- Number of CMPP clients (1) with a final order of removal during the time they are enrolled in CMPP; and (2) who complied with the order.

## **Key Disaggregates**

- Gender
- Family size
- Family role
- Country of Origin
- Age
- Date of Arrival
- Preferred Language
- Enrollment pathway
- Date of Enrollment
- Date of Assessment
- Type of Assessment (Phone, Video, In- person)
- Mental health screenings and/or services
- Legal orientation
- Cultural orientation
- Trafficking screening
- Referrals (Number, Type, Services, etc.)
- Enrollments (Number, Type, Services, etc.)
- Legal screening (assessed potential form of relief)
- Legal outcome (date, result)

### **5. Substantial Involvement:**

CMPP National Board fiduciary agent Church World Service, Inc. will be substantially involved in the oversight, implementation, monitoring, and reporting of the program outcomes.

Substantial involvement will include the following:

- a. Review and approval of subrecipients' implementation plans
- b. Award management (Financial and Programmatic)
- c. Development of CMPP Manual
- d. Technical assistance (training, FAQ, guidance, site visits, etc.)



- e. Program monitoring
- f. Defining data requirements and indicators
- g. Data collection, analysis, and blending<sup>3</sup>
- h. Reporting requirements and oversight
- i. Notification of Program Personnel
- j. Review and approval of the subrecipient’s implementation, and monitoring and evaluation plans
- k. Review and approval of any subaward by the subrecipient (“sub-subawards”)
- l. Review and approval of the subrecipient’s privacy, mandatory reporting, LEP, and civil rights policies
- m. Assurance that substantive provisions and all activities are included in the program description, negotiated in the budget, and made part of the subaward.

Additionally, the CMPP National Board and/or DHS may conduct a program process and/or outcome evaluation. A “process evaluation” assesses impact as well as examines program implementation, process improvements, and program development. An “outcome evaluation” assesses the effectiveness of the program relative to other forms of release for the non-detained population over time, examining specific data points and key outcomes. Subrecipients may be required to participate in such program evaluation activities, by meeting with evaluators to explain their role and program.

**B. FEDERAL AWARD INFORMATION**

Overall authority for this project is in Department of Homeland Security Appropriations Act, 2021, Pub. L. No. 116-260 and Department of Homeland Security Appropriations Act, 2022, Pub. L. No. 117-103. CMPP National Board through its fiduciary agent Church World Service, Inc., will award subawards (cooperative agreements) to applicants whose application best meets the scoring criteria of this solicitation. Depending on the quality of performance and other factors, CMPP National Board and its fiduciary agent may consider additional supplemental funding to continue activities and extend the period of performance, if funds are available. Eligible competitive proposals may be considered for award if additional funds are made available.

**1. Summary of Award Information**

Type of Award:	Subaward, Cooperative Agreement
Fiscal Year Funds	FY 2024
Approximate Total Funding:	\$13,653,079
Approximate Number of Awards:	Up to 4

---

<sup>3</sup> **Data blending** is a method for combining data from multiple sources.

Individual Award Amount:	\$3,413,000
Anticipated Award Date	March 1, 2025
Anticipated Project Completion Date	August 31, 2027

Timeline for Award Adjudication

Deadline for Applications:	January 10, 2025
Anticipated Project Start Date:	March 1, 2025

**C. ELIGIBILITY INFORMATION**

Eligibility for lead organizations is limited to state and local government and/or U.S. nonprofit/nongovernmental organizations subject to section 501(c)(3) of the U.S. tax code. Eligibility for sub-subrecipients is limited to state and local government and/or U.S. nonprofit/nongovernmental organizations subject to section 501(c)(3) of the U.S. tax code, educational institutions, and public international organizations.

Only eligible submissions will be considered. Eligible submissions are those which: 1) arrive electronically to [cmpp\\_info@cwsglobal.org](mailto:cmpp_info@cwsglobal.org) by the designated deadline with the subject line “CMPP4 Application Submission”; 2) have heeded all instructions contained in the solicitation, including length and completeness of submission; and 3) are in compliance with all guidelines stated in the solicitation and its attachments.

**1. Cost Sharing or Matching**

There is no mandatory level of cost-sharing (matching) for this program.

**2. Other Eligibility Requirements**

In order to be eligible to receive a subaward, the lead organization and all their subrecipients must have a Unique Entity Identifier number<sup>4</sup> as these funds are subject to 2 CFR § 200.332 - Requirements for pass-through entities. Please see Section D.7 below for information on how to obtain these registrations. Each consortium member must have a unique entity identifier or be registered in SAM.gov

**D. APPLICATION AND SUBMISSION INFORMATION**

---

<sup>4</sup> [Unique Entity Identifier Update | GSA](#)

**1. Address to Submit Application Package**

Email: [cmpp\\_info@cwsglobal.org](mailto:cmpp_info@cwsglobal.org)

**2. Content and Form of Application Submission**

Please follow all instructions below carefully. Failure to meet the requirements of this announcement or to comply with the stated requirements is grounds for disqualification.

**3. Content of Application**

- a. All documents are in English
- b. All budgets are in U.S. dollars
- c. All pages are numbered
- d. All documents are formatted to 8 ½ x 11 paper
- e. All Microsoft Word documents are
  - a. single-spaced
  - b. in 12-point Times New Roman font`
  - c. have 1-inch margins (all the way around)

**4. Proposal**

The following are **required** documents. **Failure to meet the requirements of the proposal will be grounds for disqualification.**

- **Project Abstract (1 page maximum):** Cover sheet stating the applicant’s name and organization, consortium members and partner organizations, proposal date, program title, program period proposed start and end date, and brief purpose of the program. Short narrative that outlines the proposed program, including program objectives and anticipated impact.

1. **Project Proposal (15 pages maximum):** The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. Applicants may use their own proposal format, but it must include each of the items below.

1. **Introduction to the Lead Organization & Consortium members:** A description of Lead Organization and consortium members, including general purpose, goals, annual budget (including funding sources), major current activities and projects, and information on all present and recent grants from any U.S. government agencies. Discuss the organization’s role as a local, community-based provider of social services and experience providing individualized, client-centered, trauma-informed case management services to asylum seekers and other immigrant populations.

2. **Problem Statement:** A clear, concise, and well-supported statement of the problem to be addressed in the proposed geographic area and why the proposed program is needed.
3. **Program Goals and Objectives:** The “goals” describe what the program intends to achieve. The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
4. **Program Activities:** Describe the program activities (minimum set of activities is described above) and how they will help achieve the objectives, as well as number of people the program will serve.
5. **Program Monitoring and Evaluation:** Describe how progress and program success will be measured, including how data will be collected, analyzed, and used for program management. Applications shall discuss how the Lead Organization will monitor and evaluate progress, performance, and compliance by consortium members.
6. **Program Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goals and objectives. Include a logic model with clear outcomes identified.
  - a. Outreach & Walk-in Pathway: A description of how the organization will leverage or scale up its capacity to conduct outreach and enroll participants through the walk-in model, meaning enrollment of participants who have not been referred to the program directly by DHS. This description should include a staffing plan and demonstrate a strong understanding of local community needs and infrastructure.
  - b. Sustainable Enrollment Plan: A description of how the organization will leverage or scale up a sustainable model for program enrollment and service delivery over the program's life, specifically addressing how months of very high referrals will be managed. Applicants should discuss how and if consortium partnerships and other local partners will play a role in this plan.
  - c. Notice to Participants: A description of the means through which the organization will provide participants with notice of upcoming court and ICE appointments for nine months post enrollment in the program, or until the conclusion of the contract, whichever comes first.
7. **Program Data Collection and Compliance:** A description of existing case management tools and means to ensure and comply with HIPAA and any relevant U.S. Government privacy laws, regulations, and policies. Applicants must include a plan to maintain confidentiality and safety of Personal Identifiable Information (PII) of the participants, including adoption and implementation of a written data Privacy Policy consistent with DHS requirements.
8. **Proposed Program Schedule and Timeline:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities.
9. **Key Personnel:** Names, titles, roles, and experience/qualifications of Key Personnel (lead organization and consortium members) involved in the program, including their anticipated responsibilities and the proportion of their time that will be used in support of this program.
10. **Program Consortium Partners:** List the names and type of involvement of consortium members (sub-subrecipients) and other key partner organizations,

including letters of support if available. Consortium members shall have a formal relationship with the lead organization and be included in the program budget. For partner organizations outside of the formal consortium, please explain how their engagement with participants will be supported.

11. **Program’s Accountability to Affected Populations (AAP):** Clearly describe the plan to ensure AAP.
  12. **Program Safeguards Against Discrimination:** Describe plan to ensure that program services are provided within a gender equity lens and that participants are equally provided access to services given their gender, language competence, disability, age, and religion.
  13. **Sustainability:** Applicants are invited to share plans for continuing the program beyond the grant period, if applicable.
2. **Detailed Budget in USD** using the Excel Budget Template provided as Attachment 2, and including:
1. **Budget Summary**
  2. **Budget Detail**
    - a. All sub-subrecipient costs shall be listed under “Contracts,” and shall be broken out and organized according to the same subcategories as are in the main budget.
    - b. Individual contractors also shall be listed under “Contracts,” and each shall be listed separately from primary applicant’s line items.
3. **Budget Narrative for Lead Organization and Sub-subrecipients (5 pages maximum for Lead Organization, 3 pages maximum for Sub-subrecipients)** that includes an explanation for each line item in the Excel Budget Template, as well as the source and description of all cost share offered. Provide detail about expenses listed under each category and costs. See section *H. Other Information: Guidelines for Budget Submissions* below for further information.
5. **Mandatory Attachments (do not count towards page limit):**
- a. **Completed and signed SF-424A:** Budget Information for Non-Construction Programs, available at <https://apply07.grants.gov/apply/forms/instructions/SF424A-V1.0-Instructions.pdf>
  - b. **Disclosure of Lobbying Activities**
    - a. Organizations that engage in lobbying activities must include a (SF-LLL) form, [https://apply07.grants.gov/apply/forms/instructions/SFLLL\\_1\\_2-V1.2-Instructions.pdf](https://apply07.grants.gov/apply/forms/instructions/SFLLL_1_2-V1.2-Instructions.pdf)
    - b. Organizations that do not engage in lobbying activities must include a statement of no longer than one page confirming that they do not engage in lobbying activities.
  - c. **NICRA approval letter:** Applicants that have a Negotiated Indirect Cost Rate Agreement (NICRA) and are including NICRA charges in the budget must include as

a PDF file the most recent Federal Approval Letter showing their NICRA.

- d. **Current Organizational Policies, for Lead Organization only, pertaining to:**
  - a. Limited English Proficiency
  - b. Mandatory Reporting
  - c. Code of Conduct
- e. **Organizational Chart (for Lead Organization only)**
- f. **Letter of Disclosure**, if applicable, for proposed consultants and personnel of potential conflicts of interest, current or past employment with a local, state, or federal government.

**6. Optional Attachments (do not count towards page limit):**

- a. 1-page CV or resume of Key Personnel who are proposed for the program. Key Personnel are defined as those who:
  - a. are at 100% FTE on the project, and
  - b. are within a Management or Director role on the project.
- b. Letters of support from organizations or program partners describing the roles and responsibilities of each partner.

**7. Unique Entity Identifier and System for Award Management (SAM.gov)**

Each applicant and their subrecipient(s) (“sub-subrecipients”) must follow all requirements under 2 CFR 200 Subpart D, including: (i) register in SAM before submitting its application; (ii) provide a valid unique entity identifier in the application; and (iii) continue to maintain an active SAM registration with current information at all times during which it has this award or an application or plan under consideration by CMPP National Board. The CMPP National Board will not make any award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements and, if an applicant has not fully complied with the requirements by the time the CMPP National Board is ready to make an award, the CMPP National Board may determine that the applicant is not qualified to receive an award and use that determination as a basis for making an award to another applicant.

In addition, each consortium sub-subrecipient must also have a unique entity identifier (UEI) number.

All organizations applying for an award must obtain these registrations. All are free of charge at [www.SAM.gov](http://www.SAM.gov) registration.

**8. Submission Dates and Times**

Applicants are urged to submit before the deadline. All applications must be received by 11:59 PM Eastern Standard Time (EST) on January 10, 2025. Submissions should have the subject line “CMPP4 Application Submission”. **Applications received after the deadline will not be considered.** An email acknowledging receipt will be sent within 24 hours. Applicants who do not receive an email acknowledgement within 24 hours should resubmit their application by resending their original email by 5pm on the next business day (and no later than Monday, January 13<sup>th</sup>), to allow for confirmation that the initial submission met the timeframe requirements.

## 9. Funding Restrictions

Funding cannot be used for direct legal representation of enrolled CMPP participants in this project. CMPP funds can support pro se assistance for program participants.

## 10. Other Submission Requirements

Proposals must be submitted electronically through [cmpp\\_info@cwsglobal.org](mailto:cmpp_info@cwsglobal.org) with the subject line “CMPP4 Application Submission”. Proposals submitted through other means will not be considered.

# E. APPLICATION REVIEW INFORMATION

## 1. Application Evaluation

**Quality and Feasibility of the Program Idea – 25 points:** The program idea is well developed, with detail about how program activities will be carried out. The program meets the criteria on providing services using a consortia approach and within a targeted geographic area as defined in section E.1, “Criteria,” above. The proposal includes a reasonable implementation timeline.

**Organizational Capacity and Record on Previous Grants – 25 points:** The Lead Organization has expertise in its stated field and has the internal controls in place to manage federal funds. This can include past performance on Case Management Pilot Program subcontracts.

This includes a financial management system and a bank account.

- Provide a description of the organization including its general purpose, goals, annual budget (including funding sources), and major current activities and projects undertaken.
- Discuss the applicant organization’s experience in providing individualized, client-centered, trauma informed case management services to refugee, immigrants and asylum seekers and refugees.

Discuss the roles and responsibilities of the project implementation team (prime applicant and consortia members, as well as other key partners/sub-recipients/ and consultants).

**Program Planning/Ability to Achieve Objectives – 15 points:** Goals and objectives are clearly stated, and program approach is likely to provide maximum impact in achieving the proposed results. The proposal should outline the expected and achievable results for the project, which could include suggestions in **Section A**.

It should also outline the relevant and appropriate main activities to accomplish the goals and expected results, explain the assumptions on which the success of the project depends, and describe the involvement of other stakeholders.

**Budget – 10 points:** The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities. Proposals should keep estimated overhead and administrative costs within proportion of proposed expenditures that are reasonable, allowable, and allocable to the proposed project activities and reflect the applicant’s understanding of the allowable cost principles established by Office of Management and Budget (OMB) in 2 CFR 200.

**Monitoring and Evaluation plan – 15 points:** The organization demonstrates it can measure program success against key outputs and provides milestones to indicate progress toward goals outlined in the proposal. The proposal shall discuss how progress towards the expected results will be measured, identify which performance outcomes will be measured, and explain how data on these indicators will be collected, analyzed, and used for program management. The applicant shall set associated targets for the data outcomes to be collected and indicators that it proposes to achieve and include an explanation of how baseline measurements will be established.

**Accountability to Affected Populations, Gender Equity and Sustainability – 10 points:** The organization provides an outline of how program activities will be accountable to affected populations, and accountable for gender equity. It also will articulate how or if sustainability could or may continue to have a positive impact after the end of the program.

## **2. Criteria**

For a detailed breakdown of application criteria and scoring, please see Attachment 4, CMPP Application Scoresheet.

## **3. Review and Selection Process**

The CMPP National Board will evaluate all eligible applications. Subsequently, the CMPP National Board via CMPP fiduciary agent Church World Service, Inc., will provide subawards. The CMPP National Board reserves the right to reduce, revise, or increase proposal budgets in accordance with the program needs and availability of funds.



## 4. Public Webinar

The CMPP National Board will hold a public webinar for interested organizations on December 10 at 2:00pm ET, to provide more information and answer questions. Organizations interested in attending must register in advance for the webinar at:

<https://events.teams.microsoft.com/event/ac44fae0-45f5-4d0e-accf-fe8d376e1a1c@5b0ee27a-c2e7-43a0-87d3-6b9c5b56eda0>

## F. AWARD ADMINISTRATION AND INFORMATION

### 1. Award Notices

The subaward will be written, signed, awarded, and administered by Church World Service, Inc. The subaward agreement is the authorizing document, and it will be provided to the subrecipient for review. The subrecipient may start incurring program expenses beginning on the start date shown on the subaward agreement document signed by Church World Service, Inc.

Issuance of this Solicitation does not constitute an award commitment on the part of the CMPP National Board via Church World Service, Inc., nor does it commit the CMPP National Board or Church World Service to pay for costs incurred in the preparation and submission of these proposals. Further, the CMPP National Board and Church World Service reserve the right to reject any or all proposals received. Issuance of subawards is contingent upon the availability of federal funds.

### 2. Payment Method

The subrecipient will be paid on a cost reimbursable basis through a Cost Reimbursement invoice. These invoices will be processed and provided by Church World Service, Inc., to subrecipient for expenses and stipulated within the subaward.

### 3. Administrative and Policy Requirements

**Terms and Conditions:** Before submitting an application, applicants should review all the terms and conditions and required certifications that will apply to this award, to ensure that they will be able to comply. These include: 2 CFR 200, 2 CFR 600, Certifications and Assurances, and the FEMA <https://www.fema.gov/fact-sheet/fiscal-year-2023-fema-standard-terms-and-conditions>.

### 4. Reporting

**Reporting Requirements:** Subawards will provide detailed requirements as they pertain to financial reports, program narrative reports, and data collection and reporting requirements. The subaward document will specify how often these reports must be submitted. Applicants should be aware of the post-award reporting requirements reflected in [2 CFR 200 Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters](#).

**Progress Reports:** The subrecipient will provide Church World Service, on behalf of the CMPP National Board, with quarterly programmatic narrative reports. The subrecipient may propose additional strategies for achieving results, developing communications, and/or disseminating lessons learned as necessary to account for the specific goals of the subaward. Programmatic narrative reports will be submitted to Church World Service within a timeframe to be stipulated within the subaward and that set forth, as relevant for the reporting period:

- Significant activities achieved in the period
- how activities reflect progress toward achieving goals;
- Evaluation of progress towards goals, targets, and objectives, with quantitative and qualitative data and analysis as appropriate;
- Problems and challenges identified or encountered in implementing the program and its corrective action planned or taken;
- An update on staffing for the program during the period;
- Supporting documentation or written products related to project activities (such as presentation, trainings, self-surveys, travel, critical engagements etc.); and
- Project Spotlight: an item that significantly highlights the program impact such as a significant story, program impact, individual outcomes, or success as well as photos of implementation.

In addition, subrecipients will provide Church World Service with regular, anonymized data reports reflecting indicators listed above and using a database or other data collection system maintained by Church World Service.

**Financial Reports:** The subrecipient is required to submit financial reimbursement reports throughout the project period, using the provided Request for Reimbursement, as part of the subaward agreement.

**Final Report:** The final report will be due no later than 90 days after completion or termination of all project activities. The Final Report shall include the following elements: executive summary, successes, outcomes, best practices, how the project will be sustained, and a final financial report. A template will be provided by CMPP National Board via Church World Service near the completion date of project. The CMPP Board has access to reports and summary client information, for the purpose of reporting the overall program outcomes to DHS/FEMA and the United States Congress.

## **G. AWARDING AGENCY CONTACTS**

Please direct any questions about the solicitation or application process to:

[cmpp\\_info@cwsglobal.org](mailto:cmpp_info@cwsglobal.org).

## **H. OTHER INFORMATION**

### **1. Conflict of Interest**

In accordance with applicable Federal awarding policy, applicants must disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity.

The CMPP National Board has adopted a Conflicts of Interest policy, included here as Attachment 3.

## **2. Illicit Financing**

All recipients must comply with E.O. 13224 and all U.S. laws that prohibit transactions with, and the provision of resources and support to individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the order and laws.

When vetting information is requested by CMPP National Board via Church World Service, Inc., information may be submitted on via email to [cmpp\\_info@cwsglobal.org](mailto:cmpp_info@cwsglobal.org), or by hardcopy to the CMPP National Board/Church World Service 475 Riverside Dr. #700 New York, NY 10115.

## **3. Guidelines for Budget Justification**

Personnel and Fringe Benefits: Describe the wages, salaries, and benefits of temporary and/or permanent staff who will work directly for the applicant on the program, and the percentage of their time that will be spent on the program.

Travel: Per U.S. federal travel regulations, estimate the costs of economy fare, refundable travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.

Equipment: Describe any tangible property (including information technology) that is required for the program, which has a useful life of more than one year and a per-unit cost equal to or greater than the lesser of your capitalization level for financial statement purposes, or \$5,000.

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.

Contracts: Describe any goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit or local government consortium partners that will help carry out the program activities.

Other Direct Costs: Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All "Other" or "Miscellaneous" expenses must be itemized and explained. If the subrecipient intends to provide flexible funds, this must be included.

Indirect Costs: Describe any costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of

your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

“Cost Sharing” refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues.

**Attachments to the Solicitation**

Attachment 1, *CMPP Enrollment Pathways (amended) and PII Data Sharing*

Attachment 2, *Excel Budget Template*

Attachment 3, *CMPP National Board Conflicts of Interest policy*

Attachment 4, *CMPP Application Scoresheet*