

## Refugee Support Services (RSS) and RSS Set Aside Sub-Grantee List Instructions

The **Refugee Support Services (RSS) and RSS Set Aside Sub-Grantee List** will provide a list of sub-grantees who have been contracted to provide RSS and RSS Set Aside Programming {Refugee School Impact (RSI), Services to Older Refugees (SOR), Youth Mentoring (YM), and Refugee Health Promotion (RHP)}. In line with the ORR-6 Annual Service Plan, this form will be submitted every November 30. The Sub-Grantee information reported must reflect the 12-month period of services under contract as of October 1 that year. (For more information, see “Fiscal Year” below.)

Item	Data Element	Instructions
1.	State/Grantee	If the Refugee Resettlement Program (RRP) is state administered, enter only the state. If the RRP is administered by a Replacement Designee, enter the name of the agency and the state in which it operates.
2.	Fiscal Year	Enter the Federal Fiscal Year (FFY) for which the RSS and RSS Set Aside Sub-Grantee Form is being submitted. Due to differences in state contracting cycles, the Office of Refugee Resettlement (ORR) does not specify that the contract period coincide with the FFY. Instead, this information is to reflect each state's 12-month period of services under contract effective at the beginning of a FFY, October 1, regardless of when that period begins and ends.
3.	Date	Enter the date that the report is submitted.
4.	Sub-Grantee Information	In this section, list the sub-grantees for all RSS and RSS Set Aside sources of funding, including RSI, SOR, YM, and RHP. As stated above, this information must reflect the 12-month period of services under contract as of October 1 that year. (Refugee Health Promotion will become a RSS Set Aside beginning FFY 2021.)
4. A.	City	City where the sub-grantee is located.
4. B.	Name of Sub-Grantee	Name of sub-grantee under contract, as of October 1 that year.
4. C.	Agency Phone Number	Agency phone number for that sub-grantee.
4. D.	Program	Program should identify whether this sub-grantee is providing RSS, RSI, SOR, YM, or RHP. Only one program should be identified for each row.
4. E.	Funding Amount	Funding amount for the contract, as of October 1 that year.