



Welcome  
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# Kentucky Office for Refugees

# Introduction to

# Federal Subawards

# About KOR and ORR

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The [Kentucky Office for Refugees \(KOR\)](#) is a department of Catholic Charities of Louisville and is designated by the federal [Office of Refugee Resettlement \(ORR\)](#) to administer the state refugee resettlement program and serve as the State Refugee Coordinator's office.

KOR administers federal funding received from ORR for refugee resettlement services across Kentucky through **subawards** and **contracts**.



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# Policy and Compliance Resources

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Agencies administering federal subawards on behalf of KOR must be in compliance with federal regulations.

## Fiscal Compliance

[2 CFR Part 200](#): Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

## Programmatic Compliance

[45 CFR Part 400](#): Refugee Resettlement Program

[Policy Letters](#) from the Office of Refugee Resettlement

## KOR Compliance

[Policy Letters](#) from the Kentucky Office for Refugees



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# Notice of Funding Opportunity (NOFO)

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NOFOs typically include:

- Funding Details and Key Dates
- Executive Summary
- Eligibility
- Program Description and Measurable Goals and Outcomes
- Application and Submission Requirements

Funding opportunities are listed on KOR's website:

[kentuckyrefugees.org/notice-of-funding-opportunities/](https://kentuckyrefugees.org/notice-of-funding-opportunities/)



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# Application Process

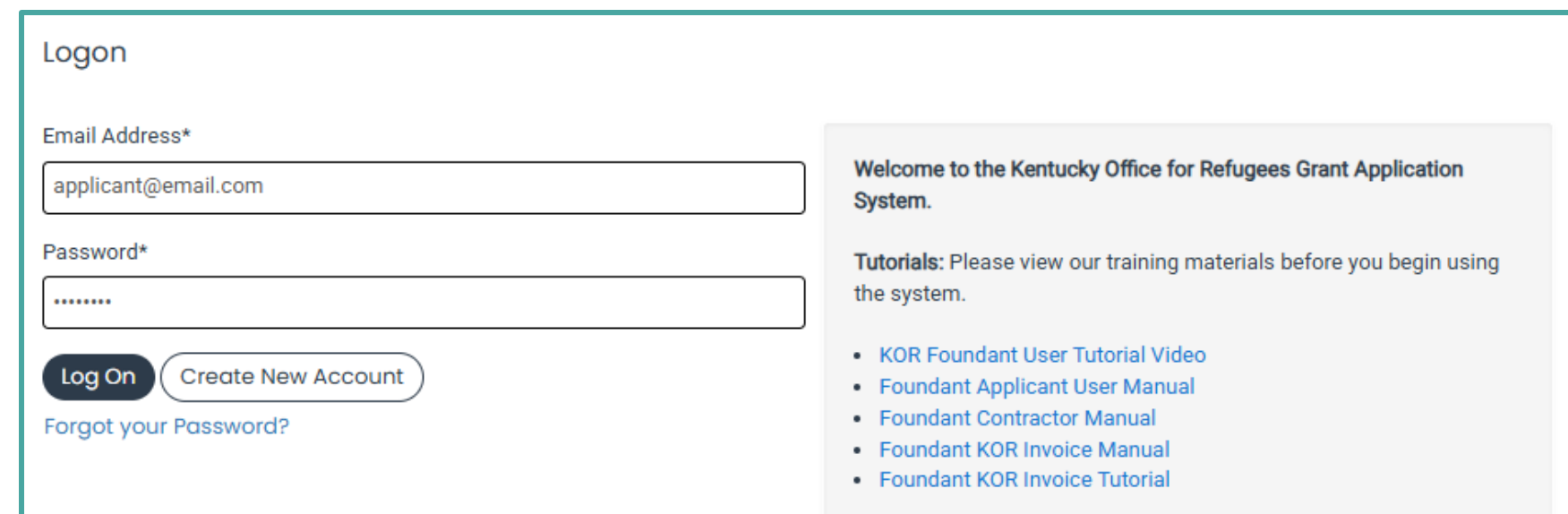
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KOR administers grants through the Foundant Grant Application System, which can be accessed at: [grantinterface.com/Home/Logon?urlkey=kor](https://grantinterface.com/Home/Logon?urlkey=kor)

Applications will be reviewed by a panel of KOR staff and qualified independent third-party reviewers.

Once an agency submits an application and is recommended for funding, KOR will conduct a risk assessment on the agency to determine their monitoring schedule.

Instructions on how to use the platform are available on the logon page.



The screenshot shows the login interface for the Foundant Grant Application System. On the left, under the heading "Logon", there are two input fields: "Email Address\*" with the placeholder "applicant@email.com" and "Password\*" with masked characters. Below these fields are two buttons: "Log On" and "Create New Account", and a link "Forgot your Password?". On the right, a grey box contains a welcome message: "Welcome to the Kentucky Office for Refugees Grant Application System." followed by a "Tutorials" section that says "Please view our training materials before you begin using the system." and lists five links: "KOR Foundant User Tutorial Video", "Foundant Applicant User Manual", "Foundant Contractor Manual", "Foundant KOR Invoice Manual", and "Foundant KOR Invoice Tutorial".

# Subaward Package

If selected for funding, an agency will receive the following documents.  
Agencies are expected to comply with these requirements during their entire subaward period.

Part	Document
1	Subaward Agreement Signature Page
A	Notice of Award
B	KOR Subaward Standard Terms and Conditions
C	KOR Program Terms and Conditions
D	Federal Certifications and Public Policy Requirements
E	Financial Report or Cash Advance Financial (when applicable)
F	Line-Item Instructions for Financial Reports (Single or Multiple)

# Data Requirements and Monitoring

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During the funding period, agencies will be expected to submit data and reports.

## **ClientTrack**

- Data requirements specific to each program

## **Foundant**

- Foundant Semi-Annual Report 1 due on April 30, Report 2 due on October 30
- Monthly invoicing due via Foundant by the 10th of every month.

## **Monitoring**

Subrecipients will receive a monitoring schedule from KOR based on their risk assessment.

Agencies may experience desktop and/or on-site monitoring and will receive timely notice from KOR.



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# Kentucky Office for Refugees

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