



Homeland
Security

March 27, 2025

Jennielynn Holmes
CEO
Catholic Charities of the Diocese of Santa Rosa
987 Airway Court
Santa Rosa, California 95403

Dear Recipient:

Effective immediately, the U.S. Department of Homeland Security (DHS) hereby terminates the Award Number 23CICET00308 (Award) to end all work.

Pursuant to 2 C.F.R. § 200.340(a)(2) and the terms and conditions of your award, DHS has determined that the scope of work performed under this award no longer effectuates the program goals and the Department's priorities. Catholic Charities of the Diocese of Santa Rosa must cease all federally funded work under this Award and any costs incurred for such work on or after the date of this letter will be unallowable.

DHS has identified through the Payment Management System (PMS) that the remaining, unobligated federal funding authorized for this Award is **\$309,222**. As such, DHS intends to reduce the amount of approved federal funding for the Award by this amount. All other terms and conditions remain unchanged.

Effect of Termination

In accordance with 2 C.F.R. § 200.340(a)(2), 2 C.F.R. § 200.343, and the terms and conditions of your award, this termination is effective 30 days after the date of this notice on **04/26/2025**. Any costs incurred after **03/27/2025** - the date of this notice of termination - are not allowable, unless they are expressly authorized by DHS. If Catholic Charities of the Diocese of Santa Rosa believes it will have allowable termination costs as detailed in 2 C.F.R. § 200.472, it must notify DHS in writing and identify the associated costs by 5:00 p.m. ET on **04/26/2025**. Costs resulting from financial obligations which were properly incurred by Catholic Charities of the Diocese of Santa Rosa before the date of this termination notice, and that were not incurred in anticipation of termination, remain allowable if they would have otherwise been allowable had the award not been terminated. If you wish to object to the termination of this award, you may challenge the termination in writing and provide any information or documentation relevant to your challenge. You must submit any written objections no later than 5:00 p.m. ET on **04/26/2025**. There will be no other opportunity to appeal this action to DHS.

Grant Closeout

Once the termination of your award is final, you must closeout your award in accordance with the Closeout Procedures reflected in 2 C.F.R. § 200.344 and the terms and conditions of the grant award. A final Federal Financial Report and a final progress report are due no later than 120 calendar days after the termination of your award.

Please be aware of the following as you prepare to close out the grant project:

1. All grant funded activities must end on the notice of termination date effective **03/27/2025**.
2. The contents of the Final Program report should follow the guidance reflected under Article IX of the terms and conditions of the grant agreement and be submitted via GrantSolutions: [GrantSolutions Performance Report](#) .
3. The Final Financial Report should be completed on the Federal Financial Report form (SF-425) – see report form and instruction link below for your convenience. This report must be signed by the Chief Fiscal Officer, or an officer with a comparable function and be submitted via GrantSolutions: [GrantSolutions Federal Financial Report](#) .

SF-425 Form

<https://apply07.grants.gov/apply/forms/sample/SF429B-V1.0.pdf>

SF-425 Instructions

https://apply07.grants.gov/apply/forms/instructions/SF425_3_0-V3.0-Instructions.pdf

4. All obligations incurred under this Award must be liquidated no later than 120 calendar days after the termination of your award, unless you are granted an extension.
5. All unobligated cash balances must be promptly returned to the Federal government.
6. The final financial report should not reflect unliquidated obligations; and
7. If applicable, the Recipient must account for any property (real or otherwise) or equipment acquired with Federal funds under the Award. The Recipient must also submit a Final Inventory list of all individual pieces of equipment purchased with Federal funds under this Award and request disposition instructions.

SF-428-b Final Tangible Personal Property Report

<https://apply07.grants.gov/apply/forms/sample/SF429B-V1.0.pdf>

SF-428S Supplemental Form and Instructions

<https://apply07.grants.gov/apply/forms/sample/SF428S-V1.0.pdf>

All Final reports may be submitted electronically to your Grant Officer via [GrantSolutions](#) with a copy to citizenshipgrantprogram@uscis.gov. Once the reports are reviewed and accepted, the Department will provide you with final disposition instructions for this Award.

Reimbursements for services performed through **03/27/2025** and any applicable closeout costs, are contingent upon approval of reimbursement requests by the USCIS Office of Citizenship and the DHS Office of Procurement Operations, Grants and Financial Assistance Division (GFAD). Additionally, the closeout of your award does not affect the ability of DHS to make post-closeout adjustments as authorized by 2 C.F.R. § 200.345, including the ability to disallow costs and recover funds on the basis of a later audit or other review.

If there are any additional questions, please contact me via email at Jacqueline.Greely@hq.dhs.gov.

Sincerely,

Jacqueline Greely
Grants Management Officer
Office of Procurement Operations
Office of the Chief Procurement Officer
U.S. Department of Homeland Security