

CONTRACT MODIFICATION AGREEMENT

Date: August 31, 2015
Contract Number: CVS-12-089-01
Modification Number: Two
Issued By: Commonwealth of Virginia
Department of Social Services
Division of Community and Volunteer Services
Office of Newcomer Services
Contractor: Catholic Charities of the Arlington Diocese,
Migration & Refugee Services
Commodity: Refugee Social Services (RSS)

This Supplemental Agreement is entered into pursuant to the provision of the basic contract.

Description of Modification:

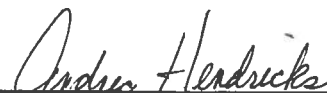
1. Catholic Charities of the Arlington Diocese, Migration & Refugee Services, Refugee Social Services (RSS) budget amount of **\$536,305** has been increased by **\$20,000** for Specialty Services & Skills Training for Earning Potential (STEP). The total RSS FFY 2015 contract budget amount is now **\$556,305**.

Except for the changes provided herein, all other terms and conditions of this contract remain unchanged and in full effect.

Catholic Charities of the Arlington
Diocese, Migration & Refugee Services

Commonwealth of Virginia
Department of Social Services

By: 

By: 

Art Bennett, President & CEO 9/1/15
NAME AND TITLE DATE

Andrea Hendricks, Purchasing Mgr
NAME AND TITLE DATE

10-06-15

COMMONWEALTH CATHOLIC CHARITIES

FY 2015 BUDGET MODIFICATION REQUEST

CONTRACT NUMBER : ONS-13-062

PROGRAM: REFUGEE SOCIAL SERVICES ("RSS")

Item	Revised FY 2015 RSS Budget	Requested Modification	Revised FY 2015 RSS Budget
Salary	187,548.00		187,548.00
Employee benefits	45,255.00		45,255.00
Occupancy	29,500.00		29,500.00
Travel	5,300.00		5,300.00
Interpretation fees	6,000.00		6,000.00
General office supplies	2,500.00		2,500.00
Communications	1,900.00		1,900.00
Insurance	750.00		750.00
STEP expenses		20,000.00	20,000.00
Other: Professional fees	1,700.00		1,700.00
Other: Administration	29,547.00		29,547.00
Total	310,000.00	20,000.00	330,000.00

BUDGET JUSTIFICATION

Commonwealth Catholic Charities ([the Agency"]) is requesting a budget modification for the remainder of the contract year for the following:

STEP expenses: The Agency is requesting funding for its Newport News and Roanoke offices for the direct client services expenses associated with the Specialty Services & Skills Training for Earning Potential Program.



Commonwealth Catholic Charities

1601 Rolling Hills Drive
Richmond, Virginia 23229
804.285.5900
www.cccofva.org

2015 Proposed Goal for Specialty Services & Skills Training for Earning Potential (STEP) -Refugee Social Services-Newport News, VA

Potential Training areas would be;

1. Pharmacist Recertification
2. HVAC (Heating, Ventilation and Air-conditioning) Technician Training

Step 1: Client Identification and Assessment

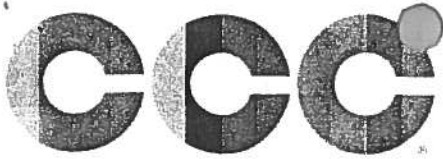
- (a) 7-10 employed/employable refugees with skill and education and have potential to advancement will be contacted
- (b) Clients will be assessed on the basis of their degree or vocational skill certification, English fluency, motivation to self-sufficiency and professional growth and client's long term goals
- (c) 3-5 clients will be chosen for STEP-direct client assistance

Step 2: Client Enrollment and Monitoring

- (a) Clients will be enrolled in the program and will be assisted to enroll recertification or additional vocational trainings through VA Department of Social Services certified educational vendors
- (b) Training or recertification program will be purchased by September 30, 2015
- (c) Client's continuous participation and progress will be monitored routinely

Earning Potential Assumption

1. Certified Pharmacist- \$75,000 annual salary, \$35-\$40/hr
2. HVAC Technician- \$40,000 annual salary, \$17-\$20/hr



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2015 Proposed Goal for Specialty Services & Skills Training for Earning Potential (STEP) -Refugee Social Services-Roanoke, VA

Potential Training areas would be;

1. Pharmacist Recertification
2. Community College Welder Certificate Training
3. Dentist Recertification

Step 1: Client Identification and Assessment

- (a) 10-15 employed/employable refugees with skill and education and have potential to advancement will be contacted
- (b) Clients will be assessed on the basis of their degree or vocational skill certification, English fluency, motivation to self-sufficiency and professional growth and client's long term goals
- (c) 4-5 clients will be chosen for STEP-direct client assistance

Step 2: Client Enrollment and Monitoring

- (a) Clients will be enrolled in the program and will be assisted to enroll recertification or additional vocational trainings through VA Department of Social Services certified educational vendors
- (b) Training or recertification program will be purchased by September 30, 2015
- (c) Client's continuous participation and progress will be monitored routinely

Earning Potential Assumption

1. Certified Pharmacist- \$70,000 annual salary, \$30-\$35/hr
2. Certified Welder from Community College-\$20/hr
3. Certified Dentist- \$55,000 annual salary, \$25-\$30/hr

Attachment B1 Budget Summary

CONTRACT PERIOD-FROM 10/01/2014 TO 9/30/2015 CONTRACT NAME: Catholic Charities, Migration and Refugee Services

BUDGET CATEGORY	JUSTIFICATION	TOTAL DSS
	(How costs were determined)	REQUEST
SALARIES	Based on current pay scale of the CCDA	\$ 368,571.04
EMP. BENEFITS	Based on organizational policies and employer laws	\$ 73,409.81
POSTAGE	Mailing cost, field office to the main office	\$ 258.42
RENT & UTILITIES	Partial rent for Fredericksburg offices, telephone and other monthly expenses	\$ 11,566.28
EQUIPMENT	Maintenance on computers and copiers	\$ -
PRINTING	Training materials, Reports, Brochures, Outreach and Information relating to the BTB program	\$ 100.00
CONSUMABLE SUPPLIES	Cost of necessary supplies for all the hubs	\$ 4,000.00
TRAVEL	Travel costs related to employment, ESL/Training and support services	\$ 6,000.00
OTHER (Insurance)	Property and liability, offices and Directors Insurance	\$ -
Client fund	ESL and other employment related client trainings	\$ 89,899.45
OTHER (Staff Develop)	Staff training, seminars, dues and subscriptions	\$ 2,500.00
		\$
TOTAL REQUESTED FROM DSS		\$ 556,305.00

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