

CONTRACT MODIFICATION AGREEMENT

Date: August 18, 2014

Contract Number: CVS-14-057

Modification Number: One

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: Virginia Refugee School Achievement Program (VRSAP)

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 Virginia Refugee School Achievement Program (VRSAP) budget amount of \$133,650 has been increased by **\$13,000**. The new VRSAP new budget is **\$146,650**. As of August 18, 2014, Catholic Charities of the Arlington Diocese, Migration & Refugee Services Sole Source contract amount has been increased to **\$497,970**.

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 Pres & CEO 8/22/14
NAME AND TITLE DATE

Andrea Hendricks, Purchasing Mgr.
NAME AND TITLE DATE

12/16/14

Request for FFY 2014 Budget Modification

Contractor Name: Catholic Charities of the Arlington Diocese, Migration and Refugee Services

Contract Number: CVS-14-057 Feb '14 - Sept '14

Program: Virginia Refugee Student Achievement Project (VRSAP)

	Original FY2014 VRSAP Budget/Award	FY2014 Budget Modification	Revised FY2014 VRSAP Budget/Award
Salary	\$ 104,550.00		\$114,672.19
Emp. Benefits	\$ 16,000.00		\$17,677.81
Rent & Utilities	\$ 5,000.00		\$3,900.00
Equipment	\$ -		\$0.00
Postage	\$ 200.00		\$225.00
Printing	\$ 100.00		\$100.00
Consumable Supplies	\$ 2,400.00		\$2,200.00
Travel	\$ 2,400.00		\$2,400.00
Other	\$ 400.00		\$375.00
Staff Development	\$ 600.00		\$600.00
Client Fund	\$ 2,000.00		\$4,500.00
ONS Award		\$13,000.00	\$0.00
TOTAL	\$ 133,650.00	\$13,000.00	\$146,650.00

Virginia Refugee School Achievement Program (VRSAP) Work Plan FFY 2014

A. VRSAP

VRSAP is a 100% federally funded discretionary grant that serves refugee children between the ages of 5 and 18 years of age that has three goals: 1) to promote academic progress and achievement, social adjustment, and school completions; 2) to increase school-based participation of refugee parents; and 3) to continue to gain statewide recognition by school officials and community leaders as the expert resource on meeting the language, cultural, and resettlement needs of Virginia's refugee students and families.

VRSAP activities may consist of academic and English as a Second Language tutoring, out-of-school enrichment and summer activities, programs that encourage high school completion, student leadership development, mentoring, parental involvement programs, and cultural orientations to school staff and cultural competency assistance, and interpreter and translation services. VRSAP employs staff known as School Liaisons and they are the direct link between public schools and refugee families. VRSAP School Liaisons steer all parties to support and meet the academic and social adjustment needs of refugee students. The project period of VRSAP is from August 15 to August 14 and the project is entering into its last year of the currently funded two-year project period.

B. VRSAP School Liaison Duties

1. Conduct orientations about Virginia public schools to parents when new refugee families arrive through the resettlement agency's Reception and Placement (R&P) Program.
2. Complete a "Student Intake" form with each refugee family prior to registration in school.
3. Conduct post-tests with parents on the school orientation and materials received.
4. Assist with registration and school enrollments – i.e., accompanying refugee students and their family to school to complete the enrollment process as well as provide interpretation services during the enrollment process.
5. Make certain that school entrance health examinations are scheduled and completed, ideally, within two weeks of refugee child's arrival.
6. Attend school-based conferences and/or IEP meetings with refugee parents, when appropriate.
7. Serve as a technical and informational resource to the local community-at-large on the refugee resettlement process and how that process affects refugee families and their adjustment to their new Virginia communities.
8. School Liaisons must maintain a case file on each refugee school-age child being served. The case file must contain documentation of all services and assistance given to the refugee child.

- a. The case file must also contain proof which verifies the eligibility status of each refugee child being served.
9. School Liaisons must conduct at least one recognition event for students, teachers, and volunteers before the completion of the project period.
10. Immediately advise and notify the ONS-VRSAP Grant Manager of all situations that present as being or potentially being difficult to handle.

C. VRSAP School Liaison Supervision

Liaisons are hired by the refugee resettlement agencies under contract with ONS and they are directly supervised by an agency program manager or director. The ONS-VRSAP Grant Manager provides indirect supervision and technical assistance to School Liaisons through monthly conference calls and quarterly site visits.

D. Data Collection and Reporting to VRSAP Grant Manager

VRSAP School Liaisons electronically submit monthly reports to ONS where they report on 12 distinct data elements and provide an accompanying narrative on activities, accomplishments, and challenges for that reporting period.

E. Cost Reimbursement

Refugee Resettlement Agencies who are VRSAP sub-grantees must submit monthly invoices to the ONS Program Monitor in accordance to that Agency's approved budget for VRSAP and/or as directed by the ONS Program Monitor.



Commonwealth of Virginia
DEPARTMENT OF SOCIAL SERVICES

August 25, 2014

Ms. Theresa Hall, Grant Specialist
Office of Grants Management
Department of Health and Human Services
Administration for Children and Families
Office of Refugee Resettlement
901 D Street, S.W., 6th Floor
Washington, DC 20447

Dear Ms. Hall:

Re: RSIG "No-Cost Extension"

The Virginia Department of Social Services (VDSS), Office of Newcomer Services (ONS), is writing this letter to request a "no-cost extension" through December 31, 2014, in order to continue with the Refugee School Impact Grant (RSIG) activities for the project period that ended on August 14, 2014. The no-cost extension will allow VDSS, ONS to carry on the successful model of service delivery under RSIG which has served age-eligible refugee children that have been resettled and now currently who reside in the Commonwealth of Virginia. In Virginia, the RSIG program is named the Virginia Refugee Student Achievement Project or VRSAP.

Over the last two years, the project's focus and primary goal has been to assist refugee children in improving their academic performance and to facilitate their social and behavioral adjustment to Virginia's public school system. By granting Virginia this no-cost extension it will allow the VRSAP project to continue to work to directly assist, guide and support eligible refugee students and their families as they navigate Virginia's educational landscape.

Project goals are achieved throughout Virginia in the seven major regions/locales for refugee resettlement: 1) Northern Virginia; 2) Richmond; 3) Harrisonburg; 4) Charlottesville; 5) Hampton

801 East Main Street* Richmond, VA 23219-3301
<http://www.dss.virginia.gov> * 804-726-7000 * TDD 800-828-1120

Roads; 6) Fredericksburg and 7) Roanoke. The VRSAP project has provided direct services using staff positions that are within the five resettlement agencies/VoLAGs currently under contract with VDSS, ONS. These eight staff positions, known as VRSAP School Liaisons (SL), are culturally, linguistically, and highly competent individuals who make the necessary supportive connections in the schools and in the communities of newly arriving refugee children. Recent arrivals into Virginia are presenting with a higher level of mental and emotional trauma resulting usually due to the effect of living in areas with armed conflicts. Subsequently, VRSAP School Liaisons are able to guide and inform school instructional personnel on the challenges refugee children face as they attempt their integration into new schools and new communities. VRSAP School Liaisons are recognized as the "go to" experts on academic and behavioral adjustments refugee students must undergo as part of the overall family resettlement experiences. Thus, the no-cost extension will allow VDSS, ONS', five resettlement agencies to continue to employ their VRSAP School Liaisons through the end of the calendar year as well allow Virginia to fully attain its stated primary objectives.

The three primary objectives of the Virginia Refugee Student Achievement Project (VRSAP) that are not necessarily incomplete but continuous are:

1. To promote academic progress and achievement, social adjustment, and school completions through delivery of program specific services.
2. To increase school-based participation of refugee parents and families that directly supports the school success of their children.
3. To continue to gain statewide recognition by school officials and community leaders as the expert resource on meeting the language, cultural, and resettlement needs of Virginia's refugee students and families.

Consequently, during this project period there have been three issues that has had a significant impact on how VDSS, ONS managed the VRSAP project:

1. For the first time ever, the ORR RSIG deployed funds in two separate awards. As a result of sequestration, the first part of the award for project year one was reduced to 58%

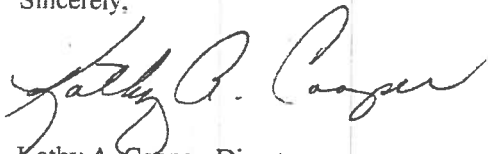
2. VDSS, ONS encountered a significant change in the agency's contract and procurement process required to formally deploy the ORR federal award to ONS to sub-grantees. The "bottom line" impact of changed process caused a six-month delay in executing formal contracts with VRSAP sub-grantees: and
3. No continuation RSIG funding going forward in order for Virginia to insure continuity of its VRSAP project.

For the most part, the VRSAP goals remained unchanged; however the abovementioned changes have caused significant deviations in the project. Program adjustments were made to reflect the reduction in anticipated funding and the delay of executing contracts which affected some of Virginia's VRSAP project activities which was ultimately felt throughout the course of the entire project period.

In closing, the Office of Newcomer Services (ONS) is the federally funded, state administered refugee resettlement program for the state of Virginia. ONS has gained experience and expertise in its work with local school systems in order to create a safe and trusting environment for all refugee children. ONS respectfully request that this "no-cost extension" be approved because the extension of VRSAP's already begun and continued activities and direct services for school age refugee children is a seemingly integral part to the model for comprehensive refugee resettlement for the Commonwealth of Virginia (See Enclosure – VRSAP Project Timeline).

Note: All of Virginia's VRSAP Program Progress Reports (PPR) and Financial Status Reports (FSR) are current and on file with ORR.

Sincerely,



Kathy A. Cooper, Director
Virginia Office of Newcomer Services

Enclosure

cc: Mr. Rezene Hagos, ORR, State Analyst

"VRSAP Project Timeline"

PROJECT ACTIVITIES	August-14	September-14	October-14	November-14	December-14	January-15	February-15	March-15	April-15	May-15	June-15	July-15	August-15
Volunteer recruitment	X	X	X	X	X	X	X	X	X	X	X	X	X
School enrollment/related support tasks	X	X	X	X	X	X	X	X	X	X	X	X	X
Local school parent orientations	X	X	X	X	X	X	X	X	X	X	X	X	X
Milestone	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Summer programs										X	X	X	X
Milestone										✓	✓	✓	✓
Out of school time programs													
Milestones	X	✓	X	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Non Academic Preparation for students													
Milestones													
Parenting workshops		X	X	X	X	X	X	X	X	X	X	X	X
Milestone		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Refugee parent focus groups		X	X	X	X	X	X	X	X	X	X	X	X
Milestone	X	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Refugee-school collaboration meetings		X	X	X	X	X	X	X	X	X	X	X	X
Milestone		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Refugee parent associations		X											
Milestone - all VRSAP Sites will have one					X								
Community education	X	X	X			X	X						
Milestone	✓	✓	✓			✓	✓						

Milestone = completed activity
 X = Preparation