

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF SOCIAL SERVICES

STANDARD CONTRACT

Contract Number: CVS-15-038

This contract entered into this 5th day of January 2015, by Catholic Charities of the Arlington Diocese, Migration and Refugee Services called the "Contractor" and Commonwealth of Virginia, Department of Social Services, Division of Community and Volunteer Services, Office of Newcomer Services, called the "Purchasing Agency."

WITNESSETH that the Contractor and the Purchasing Agency, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF CONTRACT: The Contractor shall provide the services to the Purchasing Agency as set forth in the Contract Documents.

PERIOD OF PERFORMANCE: From January 5, 2015, through September 30, 2015.

COMPENSATION AND METHOD OF PAYMENT: The Contractor shall be paid by the Purchasing Agency as follows:

Upon submission of itemized invoices as specified in the RFP General Terms and Conditions, Section J, pages 25-26, and the RFP Special Terms and Conditions, Section F, pages 31-32. Total compensation shall not exceed **\$100,000**.

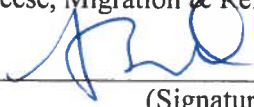
The Contract Documents shall consist of:


1. This signed form "Standard Contract"
2. The Request for Proposal – dated November 17, 2014;
3. The Terms and Conditions of the Request for Proposal;
4. The Contractor's Proposal dated December 10, 2014; and
5. Proposal Modifications dated ~~September 24, 2012~~, which consist of:
 - a) Revised Budget *December 10, 2014 (178)*
 - b) Revised Performance Outcomes

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

Catholic Charities of the Arlington
Diocese, Migration & Refugee Services

Virginia Department of Social Services

BY: 
(Signature)

BY:  1-7-15
(Signature)

NAME: Ant Bennett
(Print)

NAME: Robert Earley
(Print)

TITLE: President & CEO

TITLE: Contract Officer

Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, status as a service disabled veteran, or any other basis prohibited by state law relating to discrimination in employment.

Attachment B1 Budget Summary

BUDGET SUMMARY - DSS FUNDS

SOAR _____

CONTRACT PERIOD: FROM 01/05/2015 TO 9/30/2015 CONTRACTOR NAME: Catholic Charities of the Diocese of Arlington

BUDGET CATEGORY	JUSTIFICATION (How costs were determined)	TOTAL DSS REQUEST
SALARIES	The budget covers 1.7 FTEs and includes the following positions: 1 full-time Program Manager, 1 part-time SOAR Project Liaison, MRS Director, MRS Associate Director, and the Director of Community Services for monitoring the program as well as financial staff to provide financial support. The financial staff will provide weekly accounting support as well as submit the monthly reimbursement reports, these positions include the Chief Financial Officer, Fiscal Analyst, and Fiscal Program Assistant.	\$51,504.61
EMP. BENEFITS	Employee benefits include medical, dental, short-term, long-term, disability insurance, FICA, unemployment tax, and pension plan contributions. The figure is based on the actual costs of providing these benefits to the employees working on the SOAR grant.	17,188.36
POSTAGE	Postage for mailing materials to ONS, resettlement agency service centers, local area agencies on aging, and SOAR clients.	149.00
RENT & UTILITIES	Catholic Charities leverages our partnerships with local organizations and churches, thus, there are no costs for office space or utilities. The costs under the SOAR grant are to cover telephone and internet for the SOAR Program Manager and Project Liaison.	106.36
EQUIPMENT	One desktop computer for the SOAR Program Manager	780.00
PRINTING	Print "Quick Resource Guides and Outreach Information" manuals for distribution to clients.	6,311.25
CONSUMABLE SUPPLIES	Folders, paper, and other supplies for SOAR program	340.42

Attachment B1 Budget Summary

TRAVEL	Mileage reimbursement and gas costs for staff to travel around the Commonwealth of Virginia to build partnerships with service providers.	1,680.00
OTHER: Client Fund	Provide direct client assistance such as ESL trainings, behind the wheel courses, language dictionaries, tokens for bus travel, and social activities.	21,940.00
OTHER (Specify)		
OTHER (Specify)		
OTHER (Specify)		
TOTAL REQUESTED FROM DSS		\$100,000.00

* Awarded funds cannot be used to supplant existing funds.

ITEMIZED BUDGET - SALARIES AND EMPLOYEE BENEFITS SOAR _____

FROM 01/05/2015 TO 9/30/2015 CONTRACTOR NAME: Catholic Charities of the Diocese of Arlington

STAFF POSITION	SALARIES	HOURS PER WEEK	% OF TIME ON PROJECT	ANNUAL SALARY	AMOUNT REQUESTED FROM DSS
1. Derek Maxfield, MRS Associate Director		40	10%	\$49,431.70	\$4,943.17
2. Kidane Lema, SOAR Program Manager		40	100%	\$32,419.62	\$32,419.62
3. Muna Yusuf, SOAR Project Liaison		20	100%	\$10,306.82	\$10,306.82
4. Seyoum Berhe, MRS Program Director		40	2%	\$67,003.38	\$1,340.07
5. Catherine Hassinger, Director Community Services		40	0.5%	\$70,969.61	\$354.85
6. Jeffrey Rostand, Chief Financial Officer		40	0.5%	\$91,147.89	\$455.74
7. Katie Roeger, Fiscal Analyst		40	2%	\$56,576.95	\$1,131.52
8. Anthony Jennings, Fiscal Program Assistant		40	2%	\$27,640.84	\$552.82
TOTAL SALARIES REQUESTED FROM DSS					\$51,504.61

EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
Derek Maxfield				
FICA	1	10%	3,781.53	378.15

Attachment B 2

PENSION/RETIREMENT	1	100%	1,977.27	197.73
HEALTH INSURANCE	1	100%	-	-
WORKER'S COMPENSATION	1	100%	-	-
UNEMPLOYMENT	1	100%	60.30	6.03
OTHER (life insurance)	1	100%	-	-
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS	-----	-----	-----	581.91

NAME OF BENEFIT Kidane Lema	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
FICA	2	100%	2,480.10	2,480.10
PENSION/RETIREMENT	2	100%	1,296.78	1,296.78
HEALTH INSURANCE	2	100%	10,331.75	10,331.75
WORKER'S COMPENSATION	2	100%	-	-
UNEMPLOYMENT	2	100%	60.30	60.30
OTHER (life insurance)	2	100%	289.85	289.85
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS	-----	-----	-----	14,458.78

Attachment B 2

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
Muna Yusuf				
FICA	3	100%	788.47	788.47
PENSION/RETIREMENT	3	100%	412.27	412.27
HEALTH INSURANCE	3	100%	-	-
WORKER'S COMPENSATION	3	100%	-	-
UNEMPLOYMENT	3	100%	46.90	46.90
OTHER (life insurance)	3	100%	-	-
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS	-----	-----	-----	1,247.64

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
Seyoum Berhe				
FICA	4	2%	5,125.76	102.52
PENSION/RETIREMENT	4	2%	2,680.14	53.60
HEALTH INSURANCE	4	2%	10,331.75	206.64

Attachment B 2

WORKER'S COMPENSATION	4	2%	-	-
UNEMPLOYMENT	4	2%	60.30	1.21
OTHER (life insurance)	4	2%	289.85	5.80
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS	-----	-----	-----	369.77

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
Catherine Hassinger				
FICA	5	0.5%	5,429.18	27.15
PENSION/RETIREMENT	5	0.5%	-	-
HEALTH INSURANCE	5	0.5%	3,459.50	17.30
WORKER'S COMPENSATION	5	0.5%	-	-
UNEMPLOYMENT	5	0.5%	60.30	0.30
OTHER (life insurance)	5	0.5%	289.85	1.45
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS	-----	-----	-----	46.20

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT
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Attachment B 2

		Jeffrey Rostand			REQUESTED FROM DSS
FICA	6	0.5%	6,972.81	34.86	
PENSION/RETIREMENT	6	0.5%	3,645.92	18.23	
HEALTH INSURANCE	6	0.5%	10,331.75	51.66	
WORKER'S COMPENSATION	6	0.5%	-	-	
UNEMPLOYMENT	6	0.5%	60.30	0.30	
OTHER (life insurance)	6	0.5%	289.85	1.45	
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS				106.50	

NAME OF BENEFIT	Katie Roeger	STAFF POSITION	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
		(# ABOVE)			
FICA		7	2%	4,328.06	86.56
PENSION/RETIREMENT		7	2%	2,263.04	45.26
HEALTH INSURANCE		7	2%	6,301.90	126.04
WORKER'S COMPENSATION		7	2%	-	-
UNEMPLOYMENT		7	2%	60.30	1.21

Attachment B 2

OTHER (life insurance)	7	2%	289.85	5.80
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS				264.87

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
Anthony Jennings				
FICA	8	2%	2,114.52	42.29
PENSION/RETIREMENT	8	2%	-	-
HEALTH INSURANCE	8	2%	3,169.65	63.39
WORKER'S COMPENSATION	8	2%	-	-
UNEMPLOYMENT	8	2%	60.30	1.21
OTHER (life insurance)	8	2%	289.85	5.80
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS				112.69

ATTACHMENT B 3

ITEMIZED BUDGET - OTHER PROPOSED EXPENSES SOAR _____

CONTRACT PERIOD: FROM 01/05/2015 TO 09/30/2015 CONTRACTOR NAME: Catholic Charities of the Diocese of Arlington

LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DSS FUNDS
POSTAGE TOTAL		
Administrative		\$ 0.00
Program	Mailings of resource materials to ONS, the 7 resettlement agency service centers, and 12 of the Area Agencies on Aging in Virginia (20 X \$5.00 = \$100.00), as well as to correspond with SOAR clients (100 X 0.49=\$49.00)	149.00
RENT AND UTILITIES TOTAL		
Rent		0.00
Utilities	Internet charges for 9 months of \$765/22 staff=34.77 X 2 Project SOAR staff = \$69.54	69.54
Telephone	Telephone charges for 9 months are \$405/22 staff = \$18.41 X 2 Project SOAR staff = \$36.82	36.82
EQUIPMENT TOTAL		
Equipment Purchase	Desktop computer for the SOAR Project Manager	780.00
Equipment Rental		0.00
PRINTING TOTAL		

ATTACHMENT B 3

Administrative			0.00
Program	Print "Quick Resource Guides and Outreach Information" manuals for distribution to clients: 25 pages front and back @\$1.35=\$33.75 X 187 (22 service providers and 165 SOAR clients all over VA) = \$6,311.25		6,311.25
CONSUMABLE SUPPLIES TOTAL			
Office			0.00
Program	Folders, paper, and other supplies for SOAR program		340.42

ITEMIZED BUDGET - OTHER PROPOSED EXPENSES

CONTRACT PERIOD: FROM 01/05/2015 TO 9/30/2015

LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DSS FUNDS
TRAVEL TOTAL		
Administrative		\$ 0.00
Program	Mileage reimbursement for staff to travel to build/maintain partnerships with service providers and Agencies on Aging and provide transportation/direct services to clients. Local mileage will be reimbursed at the Federal reimbursable rate, which is currently \$0.56 per mile. Based on 3,000 miles @ 0.56 =\$1,680.00	1,680.00
OTHER TOTAL		
Insurance		0.00
Professional Fees		0.00

ATTACHMENT B 3

Client Fund	<p>Provide direct client assistance, as follows:</p> <ul style="list-style-type: none"> • Trainings: ESL training 50 clients @\$125=\$6,250 • Computer literacy: 20 @ \$200=\$4,000 • Behind the wheel: 10 @ \$340 =\$3,400 • Citizenship education 40 @ \$100=\$4,000 • Travel tokens for clients to attend classes or services 30 @ \$25 =\$750 • Provide Project SOAR clients with Amharic, Arabic, Dari or Nepali language dictionaries 75 @ \$40=\$3,000.00 • Social activity: Will conduct 3 social activities during the nine month program period for Project SOAR clients to conduct dialogue, build relationships and to share their experiences. Invite speakers from USCIS and other stake holders to provide seminars on nationalization and citizenship information. 30 @ \$6=180 per activity X 3 activities= \$540.00 	21,940.00
Other (specify)		
Other (specify)		
Other (specify)		
Other (specify)		
Other (specify)		

TOTAL AMOUNT REQUESTED FROM DSS: \$ 31,307.03