



Commonwealth of Virginia
DEPARTMENT OF SOCIAL SERVICES

November 2, 2013

Mr. Joseph S. Roberson
Associate for Operations
Church World Service
475 Riverside Drive, Suite 700
New York, NY 10115

Dear Mr. Roberson:

Re: Standard Contract # CVS—12-089-04

The Virginia Department of Social Services has completed the process of implementing your agency's renewal Standard Contract with the Office of Newcomer Services. Now that your Standard Contract has been renewed you may begin submitting invoices for reimbursement for services rendered effective October 1, 2013.

Enclosed you will find a signed copy of the renewal for your agency's records. Please review the contract thoroughly, paying particular attention to the information below as well as the original contract terms and conditions.

As you know, Virginia's refugee program is built upon a model for resettlement that includes guiding principles to ensure quality resettlement services for refugees and their families. This year, the model has been revised to include a new emphasis on community receptivity and mandates that service providers "must take the lead in creating a welcoming environment for refugees through community dialogs involving key stakeholders to provide local awareness of and input into the resettlement process and to ensure adequate levels of local support for the resettlement effort." A copy of the revised resettlement model is enclosed.

Beginning this contract year, ONS will follow through on its commitment to ensure that all refugee resettlement activities in Virginia adhere to the Virginia Refugee Resettlement Model. As a recipient of employment services funding under RFP CVS 12-089, your agency is subject to the elements of the Model. The Model has been the guiding principle for refugee resettlement for many years; it has been revised in order to make a broader statement that reflects resettlement in this era of increased demand for connectivity of resettlement to the community at large.

Upon review of the enclosed documents, if you have any questions or concerns feel free to contact me at anytime (804) 726-7931.

Thank you for your continued partnership and the Office of Newcomer Services looks forward to working with your agency throughout this FFY 2014 contract period.

Sincerely,

A handwritten signature in cursive script, appearing to read "Roxanne Saunders".

Roxanne Saunders, MBA
Program Fiscal Monitor

Enclosures

cc: Ms. Kathy A. Cooper, State Refugee Coordinator
Mr. Viktor Sokolyuk, Director, CWS

VIRGINIA REFUGEE RESETTLEMENT MODEL

October 2013



The Virginia Refugee Resettlement Model is the framework for refugee resettlement in Virginia. Virginia's refugee Resettlement Model is based on the guiding principles that refugees are best served by a community based system of care that is comprehensive, coordinated, and responsive to the strengths and needs of refugees and their families. Comprehensive case management connects with service agencies, organizations, and volunteers in the communities in which the client lives and works.

Virginia's Model of Refugee Resettlement originates from the purpose of the refugee resettlement program at the federal level, namely: promoting effective resettlement through attainment of economic self-sufficiency at the earliest time possible. The model is based on the following elements:

1. The Comprehensive Resettlement Plan (CRP) is the root and center of the delivery of all services to refugees;
2. Long term public assistance utilization is not a way of life in America, and is therefore not a resettlement option;
3. A refugee's early employment promotes his/her earliest economic self-sufficiency;
4. The physical and mental health needs of refugees must be addressed in a timely, coordinated and integrated way to promote and ensure the well-being and health of refugee families;
5. Community receptivity to refugees is a key factor in successful resettlement; therefore, refugee resettlement offices must take the lead in creating a welcoming environment for refugees through community dialogs involving key stakeholders to provide local awareness of and input into the resettlement process and to ensure adequate levels of local support for the resettlement effort.
6. Refugee resettlement involves many services that may be provided concurrently, progressively, or successively, but must always constitute a continuum of services, beginning at the time of the refugee's arrival into the U.S. and continuing through self-sufficiency leading up to citizenship, and should reflect the following:
 - Services must be sensitive to cultural and ethnic issues and must be implemented by a staff that, as closely as possible, mirrors the populations served,
 - Language access is critical to the resettlement process and must be fostered by all who work with refugees,
 - Refugees are best served by linking them to service providers that are conveniently located in the communities where they live,
 - Coalitions of service providers ensure strong public/private partnerships and work to maximize community resources and to create a seamless service delivery system, and
 - Ethnic organizations, also known as Mutual Assistance Associations (refugee self-help groups) bring unique strengths and cultural knowledge to the resettlement process and should be included in the service network.

BUDGET SUMMARY - DSS FUNDS

RSS __XX__

TAP ____

CONTRACT PERIOD: FROM 10/01/2013 TO 9/30/2014

CONTRACTOR NAME: _____

Church World Service

BUDGET CATEGORY	JUSTIFICATION (How costs were determined)	TOTAL DSS REQUEST
SALARIES	Salaries	112,532.46
EMP. BENEFITS	Benefits	47,601.48
POSTAGE		500
RENT & UTILITIES	\$1450 HB, \$2097 R, electric and gas for HB office \$160 per month and each office phone expense, including cellphones and internet. All based on 35%	18,890.00
EQUIPMENT		-
PRINTING		-
CONSUMABLE SUPPLIES	Cartridges, pens, papers, staples, program folders, etc needed to run both offices.	1,500.00
TRAVEL	17700 miles @ \$.565/mile for all RSS travel to assist clients with ESL/Employment activities for both offices	12,000.00
Equipment Lease & Maint.	Lease of copies and maintenance of same	1,107.00
Indirect Costs	This amount represents the NICRA charges @ 12.89% of the direct program cost. The NICRA funds are spent on the following: Finance and Administration: This assessment covers all CWS bank accounts, temporary investment and cash flow transactions; the issuance of all paychecks and other payments; and the hiring and oversight of outside auditors. Payroll Services: This assessment covers all in-house CWS payroll transactions. Management Information Systems: This assessment covers all CWS mainframe computer maintenance; and the installation and maintenance of computer systems. Mailroom Services: this assessment covers the collection, sorting and distribution of all associated mail with this project.	25,120.15

Staff Development	Staff trainings. Each office meeting together to go over trainings quarterly	750.00
TOTAL REQUESTED FROM DSS		220,001.09

* Awarded funds cannot be used to supplant existing funds.
 Virginia Office of Newcomer Services May 2012

ITEMIZED BUDGET - OTHER PROPOSED EXPENSES

RSS_X__

TAP__

CONTRACT PERIOD: FROM 10/01/2013 TO 09/30/2014

CONTRACTOR NAME:

CHURCH WORLD SERVICE

LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DSS FUNDS
POSTAGE TOTAL		500.00
Administrative	mailings to ONS and other administrative mailings for both offices	
Program	all mailings for individual programs.	
RENT AND UTILITIES TOTAL		
Rent	\$1700 HB, \$2097(utilities included) R, based on 34% of each	15,492.00
Utilities	Electric, gas HB \$160 per month, based on 34%	653.00
Telephone	Each office phone expense, including cellphones, internet, based on 34%	2,745.00
EQUIPMENT TOTAL		
PRINTING TOTAL		
Administrative		
Program		
CONSUMABLE SUPPLIES TOTAL		
Office	Cartridges, pens, papers, staples, program folders, etc needed to run both offices.	1,500.00
Program		

ITEMIZED BUDGET - OTHER PROPOSED EXPENSES

CONTRACT PERIOD: FROM 10/01/2012 TO 9/30/2013

LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DSS FUNDS
TRAVEL TOTAL		
Administrative	Director's trips between offices and ONS meetings	2,000.00
Program	17700 miles @ \$.565/mile for all RSS travel to assist clients with ESL/Employment activities for both offices	10,000.00
OTHER TOTAL		
Staff Development	Staff trainings. Each office meeting together to go over trainings quarterly	750.00
Professional Fees		
Indirect Costs	<p>This amount represents the NICRA charges @ 12.89% of the direct program cost. The NICRA funds are spent on the following:</p> <p>Finance and Administration: This assessment covers all CWS banks account, temporary investment and cash flow transactions; the issuance of all paychecks and other payments; and the hiring and oversight of outside auditors.</p> <p>Payroll Services: This assessment covers all in-house CWS payroll transactions.</p> <p>Management Information Systems: This assessment covers all CWS mainframe computer maintenance; and the installation and maintenance of computer systems.</p> <p>Mailroom Services: This assessment covers the collection, sorting and distribution of all associated mail with this project.</p>	

TOTAL AMOUNT REQUESTED FROM DSS: \$ _____

ITEMIZED BUDGET - SALARIES AND EMPLOYEE BENEFITS RSS_X_TAP_____

FROM 10/01/2012 TO 9/30/2013

CONTRACTOR NAME: Church World Service

SALARIES STAFF POSITION	HOURS PER WEEK	% OF TIME ON PROJECT	ANNUAL SALARY	AMOUNT REQUESTED FROM DSS
1 Viktor Sokolyuk-Director	40	5%	58,710.00	2,935.50
2 TBH - HB Accounting Assistant	15	33%	11,801.00	3,894.33
3 Jim Hershberger- HB Director	40	30%	53,560.00	16,068.00
4 Maurice Gomez - HB Caseworker (VNIS)	40	25%	25,918.00	6,479.50
5 Rachel VanPatter-HB ESL/Vol Coord	40	65%	26,172.00	17,011.80
6 Amer Raeed- HB Employment Specialist	40	30%	25,918.00	7,775.40
7 TBH - Accounting Assistant	15	33%	11,801.00	3,894.33
8 Paul Steele-R Director	40	30%	53,560.00	16,068.00
9 Dave Canavan-R Employment Caseworker	40	50%	31,827.00	15,913.50
10 Chandra Chhetri- R Caseworker	40	30%	26,172.00	7,851.60
11 Yasser Aljabbari - HB Case Worker	40	25%	25,410.00	6,352.50
12 Carol Roxburgh - Assoc Dtr Local Offices	37.5	7%	70,000.00	4,900.00
13 Hussein Omar - R Caseworker	20	25%	13,552.00	3,388.00
14				
15				
16				
TOTAL SALARIES REQUESTED FROM DSS	----- --	-----	-----	112,532.46

FROM 10/01/2013 TO 9/30/2014 CONTRACTOR NAME: : CHURCH WORLD SERVICE

EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
Viktor Sokolyuk-Director				
FICA	1	5%	4,491.32	224.57
PENSION/RETIREMENT	1	5%	5,283.90	264.20
HEALTH INSURANCE	1	5%	14,119.75	705.99
WORKER'S COMPENSATION	1	5%	234.84	11.74
UNEMPLOYMENT	1	5%	322.90	16.15
DISABILITY & LIFE	1	5%	381.61	19.08
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS				1,241.72

EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
TBH - HB Accounting Assistant				
FICA	2	33%	902.78	297.92
PENSION/RETIREMENT	2	33%	1,062.09	350.49
HEALTH INSURANCE	2	33%	2,838.14	936.59
WORKER'S COMPENSATION	2	33%	47.20	15.58
UNEMPLOYMENT	2	33%	64.91	21.42
DISABILITY & LIFE	2	33%	76.71	25.31
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS				1,647.30

EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
Jim Hershberger - HB Director				
FICA	3	30%	4,097.34	1,229.20
PENSION/RETIREMENT	3	30%	4,820.40	1,446.12
HEALTH INSURANCE	3	30%	12,881.18	3,864.35
WORKER'S COMPENSATION	3	30%	214.24	64.27
UNEMPLOYMENT	3	30%	294.58	88.37
DISABILITY & LIFE	3	30%	348.14	104.44
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS				6,796.76

EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
Maurice Gomez - HB Caseworker (VNIS)				
FICA	4	25%	1,982.73	495.68
PENSION/RETIREMENT	4	25%	2,332.62	583.16
HEALTH INSURANCE	4	25%	6,233.28	1,558.32
WORKER'S COMPENSATION	4	25%	103.67	25.92
UNEMPLOYMENT	4	25%	142.55	35.64
DISABILITY & LIFE	4	25%	168.47	42.12
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS				2,740.83

EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
Rachel VanPatter-HB ESL/Vol Coord				
FICA	5	65%	2,002.16	1,301.40
PENSION/RETIREMENT	5	65%	2,355.48	1,531.06
HEALTH INSURANCE	5	65%	6,294.37	4,091.34
WORKER'S COMPENSATION	5	65%	104.69	68.05
UNEMPLOYMENT	5	65%	143.95	93.57
DISABILITY & LIFE	5	65%	170.12	110.58
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS				7,196.00

EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
Amer Raeed- HB Employment Specialist				
FICA	6	30%	1,982.73	594.82
PENSION/RETIREMENT	6	30%	2,332.62	699.79
HEALTH INSURANCE	6	30%	6,233.28	1,869.98
WORKER'S COMPENSATION	6	30%	103.67	31.10
UNEMPLOYMENT	6	30%	142.55	42.77
DISABILITY & LIFE	6	30%	168.47	50.54
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS				3,289.00

EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
TBH - Accounting Assistant				
FICA	7	33%	902.78	297.92
PENSION/RETIREMENT	7	33%	1,062.79	350.72
HEALTH INSURANCE	7	33%	2,838.14	936.59
WORKER'S COMPENSATION	7	33%	47.20	15.58
UNEMPLOYMENT	7	33%	64.91	21.42
DISABILITY & LIFE	7	33%	76.71	25.31
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS				1,647.53

EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
Paul Steele-R Director				
FICA	8	30%	4,097.34	1,229.20
PENSION/RETIREMENT	8	30%	4,820.40	1,446.12
HEALTH INSURANCE	8	30%	12,881.18	3,864.35
WORKER'S COMPENSATION	8	30%	214.24	64.27
UNEMPLOYMENT	8	30%	294.58	88.37
DISABILITY & LIFE	8	30%	348.14	104.44
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS				6,796.76

EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
Dave Canavan-R Employment Caseworker				
FICA	9	50%	2,434.77	1,217.38
PENSION/RETIREMENT	9	50%	2,864.43	1,432.22
HEALTH INSURANCE	9	50%	7,654.39	3,827.20
WORKER'S COMPENSATION	9	50%	127.30	63.65
UNEMPLOYMENT	9	50%	175.05	87.53
DISABILITY & LIFE	9	50%	206.88	103.44
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS				6,731.41

EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
Chandra Chhetri- R Caseworker				
FICA	10	30%	2,002.16	600.65
PENSION/RETIREMENT	10	30%	2,355.48	706.64
HEALTH INSURANCE	10	30%	6,294.37	1,888.31
WORKER'S COMPENSATION	10	30%	104.69	31.41
UNEMPLOYMENT	10	30%	143.95	43.19
DISABILITY & LIFE	10	30%	170.12	51.04
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS				3,321.23

EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
Yasser Aljabbari - HB Case Worker				
FICA	11	25%	1,943.87	485.97
PENSION/RETIREMENT	11	25%	2,286.90	571.73
HEALTH INSURANCE	11	25%	6,111.11	1,527.78
WORKER'S COMPENSATION	11	25%	101.64	25.41
UNEMPLOYMENT	11	25%	139.76	34.94
DISABILITY & LIFE	11	25%	165.17	41.29
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS				2,687.11

EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
Carol Roxburgh - Assoc Dtr Local Offices				
FICA	12	7%	5,355.00	374.85
PENSION/RETIREMENT	12	7%	6,300.00	441.00
HEALTH INSURANCE	12	7%	16,835.00	1,178.45
WORKER'S COMPENSATION	12	7%	280.00	19.60
UNEMPLOYMENT	12	7%	385.00	26.95
DISABILITY & LIFE	12	7%	455.00	31.85
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS				2,072.70

EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
Hussein Omar - R Caseworker				
FICA	13	25%	1,036.73	259.18
PENSION/RETIREMENT	13	25%	1,219.68	304.92
HEALTH INSURANCE	13	25%	3,259.26	814.82
WORKER'S COMPENSATION	13	25%	54.21	13.55
UNEMPLOYMENT	13	25%	74.54	18.64
DISABILITY & LIFE	13	25%	88.09	22.02
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS				1,433.13

EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
	0			
FICA	14	0%	-	-
PENSION/RETIREMENT	14	0%	-	-
HEALTH INSURANCE	14	0%	-	-
WORKER'S COMPENSATION	14	0%	-	-
UNEMPLOYMENT	14	0%	-	-
DISABILITY	14	0%	-	-
GROUP LIFE INSURANCE	14	0%	-	-
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS			-	-

EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
	0			
FICA	15	0%	-	-
PENSION/RETIREMENT	15	0%	-	-
HEALTH INSURANCE	15	0%	-	-
WORKER'S COMPENSATION	15	0%	-	-
UNEMPLOYMENT	15	0%	-	-
DISABILITY	15	0%	-	-
GROUP LIFE INSURANCE	15	0%	-	-
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS			-	-

EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
0				
FICA	16	0%		-
PENSION/RETIREMENT	16	0%		-
HEALTH INSURANCE	16	0%		-
WORKER'S COMPENSATION	16	0%		-
UNEMPLOYMENT	16	0%		-
DISABILITY	16	0%		-
GROUP LIFE INSURANCE	16	0%		-
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS				-



VIRGINIA OFFICE OF NEWCOMER SERVICES

PROPOSED PERFORMANCE GOALS

EMPLOYMENT

NAME OF APPLICANT: Church World Service

PROGRAM: ___RSS___ (Specify RSS or TAP)

PERIOD: October 1, 2013 – September 30, 2014

PROPOSED FUNDING: \$220,000

Unduplicated number of persons to be served with employment services	135
Number of all job placements	105
Number of full time job placements	85
Refugee Cash Assistance terminations due to earnings through job placements	5
Average hourly wage of all job placements	\$9.15
Number of full time job placements that offer health benefits within 90 days after employment	65
Number of jobs in which client placed is still employed 90 days after placement (Employment Retention)	85