

CONTRACT MODIFICATION AGREEMENT

Date: August 31, 2015

Contract Number: CVS-12-089-05

Modification Number: One

Issued By: Commonwealth of Virginia
Department of Social Services
Division of Community and Volunteer Services
Office of Newcomer Services

Contractor: Commonwealth Catholic Charities

Commodity: Refugee Social Services (RSS)

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

Description of Modification:

1. Commonwealth Catholic Charities, Refugee Social Services (RSS) budget amount of **\$310,000** 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 **\$330,000**.

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

Commonwealth Catholic Charities

Commonwealth of Virginia
Department of Social Services

By: Joanne Natras

By: _____

JOANNE @ NATRAS
EXECUTIVE DIRECTOR 9/8/2015

NAME AND TITLE

DATE

NAME AND TITLE

DATE

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