

CONTRACT MODIFICATION AGREEMENT

Date: February 22, 2016
Contract Number: CVS-14-059
Modification Number: Three
Issued By: Commonwealth of Virginia
Department of Social Services
Division of Community and Volunteer Services
Office of Newcomer Services
Contractor: Commonwealth Catholic Charities
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. Commonwealth Catholic Charities, Virginia Refugee School Achievement Program (VRSAP) budget amount of **\$110,124** has been increased by **\$29,876**. The total VRSAP FFY 2016 contract budget amount is now **\$140,000**.
- 2.

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 Natrass*
JOANNE NATRASS
EXECUTIVE DIRECTOR *2/24/2016*
NAME AND TITLE DATE

By: *Donald R. Rainey, Sr.*
DONALD R. RAINEY, SR
D. GS *4-25-16*
NAME AND TITLE DATE

BUDGET - OTHER PROPOSED EXPENSES

Name: Commonwealth Catholic Charities

Initial Budget Period: FROM October 1, 2015 TO September 30, 2016

Program: Virginia Refugee Student Achievement Program

Line Item	Justification (How costs were determined)	Amount
Occupancy		
Occupancy, including voice/data communications	Allocated occupancy expense for 3 staff (2.75 FTEs) located in the Hampton, Richmond and Roanoke offices	13,125
Interpretation fees	Expenses associated with contract interpreters to assist VRSAP clients	1,800
Travel		
Administrative Program	Estimated mileage for service provision at \$ 0.50 per mile	1,800
Administrative Program		
Administrative Program		
Administrative Program	Indirect expenses to partially cover the costs associated with IT, Human Resources, Finance, Supervisory and Management support for the VRSAP program	15,000
Total amount requested from DSS		140,000

EMPLOYEE BENEFITS

BENEFITS	STAFF POSITION (# ABOVE)	% of RATE	AMOUNT REQUESTED FROM DSS
Payroll taxes	All	8.72 % (Tax rate reflects estimated participation in pre-tax medical programs, 403B deferrals, SUI expense, etc.)	7,698
Medical and other benefits	All	7.16 % of payroll for medical/dental, life and disability benefits	6,323
Retirement	All	4.0 % of payroll (Agency will contribute 4 % of payroll after one year of service)	3,530
403B Matching contribution by Agency	All	2.8 % of payroll (Agency will contribute up to 4 % of payroll after one year of service)	2,471
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS			20,022

BUDGET DETAIL - SALARIES AND EMPLOYEE BENEFITS

Offeror Name: Commonwealth Catholic Charities

Initial Budget Period: FROM: October 1, 2015 TO: September 30, 2016

Program: Virginia Refugee Student Achievement Project

	Salaries Staff position or title	Hours/ Week	% of Time	Annual Salary	Amount Requested
1	School liaison - Hampton Roads	37.50	100%	29,000	29,000
2	School liaison - Richmond	37.50	74%	37,652	27,863
3	School liaison - Roanoke	37.50	100%	31,390	31,390
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TOTAL SALARIES REQUESTED FROM DSS				98,042	88,253

Attachment: Budget Contract CVS-14-059

OFFEROR NAME: Commonwealth Catholic Charities

Initial Budget Period: FROM: October 1, 2015 TO: September 30, 2016 Program: Virginia Refugee Student Achievement Project

BUDGET CATEGORY	AMOUNT
Salaries	88,253
Benefits	20,022
Occupancy	13,125
Interpretation fees	1,800
Travel	1,800
Other (specify)	15,000
TOTAL REQUESTED FROM DSS	140,000



FY 2016 VRSAP Performance Goals

Newport News

1. All eligible newly arrived refugee minors will receive services through the School Liaison.
 - A. 90 % of all newly arrived school aged refugee minors will be enrolled in the public school system within 30 days of arrival (based on school year).
 - B. The School Liaison will conduct an educational intake on all school aged refugee minors and provide an orientation to refugee parents and minors on VA public school system (rights, responsibilities, regulations, transportation etc) within 3 weeks of arrival.
2. Refugee students already enrolled in the public school system will be served based on needs. Services will include organizing back to school programs, summer school activities, refugee student recognition events and consultation and follow ups as needed with school personnel and parents.
 - A. The School Liaison will meet/consult at least once a quarter with all the schools that have current refugee students enrolled to review student performance, issues and challenges including absenteeism, lack of parental involvement etc.
 - B. The School Liaison will coordinate with the school in organizing a refugee student recognition event annually.
3. The School Liaison will coordinate or participate in a minimum of 5 school based/community events annually.
4. The School Liaison will conduct parent workshops twice a year to educate refugee parents on their roles and responsibilities and to promote parental involvement in their children's academic success.
5. The School Liaison will enter VRSAP program data within requested timelines in VNIS in a timely and accurate manner.



FY 2016 VRSAP Performance Goals

Roanoke

1. All eligible newly arrived refugee minors will receive services through the School Liaison.
 - A. 90 % of all newly arrived school aged refugee minors will be enrolled in the public school system within 30 days of arrival (based on school year).
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FY 2016 VRSAP Performance Goals

Richmond

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 - B. The School Liaison will conduct an educational intake on all school aged refugee minors and provide an orientation to refugee parents and minors on VA public school system (rights, responsibilities, regulations, transportation etc) within 3 weeks of arrival.
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