



*Commonwealth of Virginia*  
*DEPARTMENT OF SOCIAL SERVICES*

November 4, 2016

Ms. Jennifer Sime, Vice President, US Programs  
International Rescue Committee  
122 E 42nd Street  
New York, New York 10168-1289

Dear Ms. Sime:

Re: Standard Contract # CVS-12-089-03

The Virginia Department of Social Services has completed the process of implementing International Rescue Committee renewal Standard Contract with the Office of Newcomer Services. You may now begin submitting invoices for reimbursement for services rendered effective October 1, 2016.

Enclosed you will find a signed copy of the renewal for your agency's records. Please review the enclosed renewal contract and all supporting documents thoroughly. Upon review of the enclosed documents, if you have any questions or concerns feel free to contact me at anytime (804) 726-7644.

Thank you for your continued partnership and the Office of Newcomer Services looks forward to working with your agency throughout this FFY 2017 contract period.

Sincerely,

A handwritten signature in black ink, appearing to read "Fran Inge".

Fran Inge, Acting Director  
Office of Newcomer Services

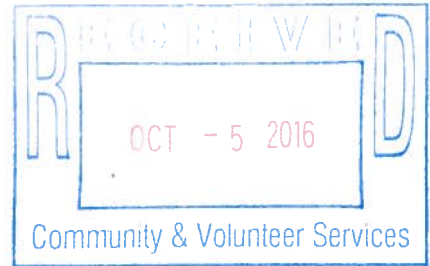
Enclosures

cc: Ms. Harriet Kuhr, Regional Director, IRC



Commonwealth of Virginia  
DEPARTMENT OF SOCIAL SERVICES

September 26, 2016



Ms. Jennifer Sime, Vice President, US Programs  
International Rescue Committee  
122 E 42nd Street  
New York, New York 10168-1289

Dear Ms. Sime:

Re: Renewal of Contract DSS No. CVS-12-089-03

The Commonwealth of Virginia Department of Social Services, in accordance with the Standard Contract referenced above, Section XI, Part B, Renewal of Contract, wishes to renew the above referenced Standard Contract, as modified, for an additional 12 months.

The period of renewal will be from October 1, 2016 through September 30, 2017. The renewal award amount for Refugee Social Services (RSS) is \$199,500.

It is understood and agreed that the Scope of Services and all terms and conditions of the original contract, as modified, shall remain the same during the contract renewal period. Please signify acceptance of this letter of renewal by signing in the space provided below and returning it to this office within five (5) business days.

Sincerely,

Fran Inge, Acting Director  
Office of Newcomer Services

International Rescue Committee, Inc.

Virginia Department of Social Services

By: David Johnson  
DAVID JOHNSON

By: Andrew Hendricks

Title: CHIEF FINANCIAL OFFICER

Title: PURCHASING MANAGER

Date: OCT. 03 2016

Date: 10-31-16



**VIRGINIA OFFICE OF NEWCOMER SERVICES**

**PERFORMANCE OUTCOME GOALS**

**EMPLOYMENT**

**CONTRACTOR:** International Rescue Committee  
Charlottesville

**PROGRAM:** RSS X

**PERIOD:** October 1, 2016 through September 30, 2017

Unduplicated number of persons to be served with employment services	125
Number of all job placements	105
Number of full time job placements	73
Refugee Cash Assistance terminations due to placements	14
Average hourly wage of all FULL-TIME job placements	\$10.10
Number of full time job placements that offer health benefits within 90 days after employment	54
Number of jobs in which client placed is still employed 90 days after placement	84

Attachment B1 Budget Summary

**BUDGET SUMMARY - DSS FUNDS**

RSS  X  VRSAP  RH

CONTRACT PERIOD: FROM 10/1/2016 TO 9/30/2017

CONTRACTOR NAME: International Rescue Committee

BUDGET CATEGORY	JUSTIFICATION (How costs were determined)	TOTAL DSS REQUEST
SALARIES		\$ 114,983
EMP. BENEFITS		\$ 33,920
POSTAGE		\$ 198
RENT & UTILITIES		\$ 14,101
EQUIPMENT		\$ 303
PRINTING		\$ 0
CONSUMABLE SUPPLIES		\$ 1,448
TRAVEL		\$ 1,689
OTHER (CONTRACTUAL SERVICES)		\$ 13,550
OTHER (INSURANCE)		\$ 1,281
OTHER (SUNDRY)		\$ 1,404
OTHER (INDIRECT COST RECOVERY)		\$ 16,623
<b>TOTAL REQUESTED</b>		<b>\$ 199,500</b>

# Attachment B1 Budget Summary

FROM DSS			
----------	--	--	--

\* Awarded funds cannot be used to supplant existing funds.

Attachment B 2

ITEMIZED BUDGET - SALARIES AND EMPLOYEE BENEFITS RSS    X    VRSAP    RH   

FROM 10/1/2016 TO 9/30/2017

CONTRACTOR NAME: International Rescue Committee

SALARIES	HOURS PER WEEK	% OF TIME ON PROJECT	ANNUAL SALARY	AMOUNT REQUESTED FROM DSS
1. Executive Director	3.00	8.0%	\$95,456	\$7,636
2. Finance Manager	3.00	8.0%	\$48,685	\$3,895
3. Employment Supervisor	18.75	50%	\$43,531	\$21,766
4. Employment Specialist	18.75	50%	\$37,353	\$18,677
5. Manager, Resettlement Services	16.88	45%	\$48,702	\$21,916
TOTAL SALARIES FROM DOCUMENT #2 OF B2				\$41,093
TOTAL SALARIES REQUESTED FROM DSS				\$114,983

EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
FICA - 5.51%	1	29.5%	\$28,159	\$2,253
PENSION/RETIREMENT - 6.93%	2	29.5%	\$14,362	\$1,149
HEALTH INSURANCE - 10.48%	3	29.5%	\$12,842	\$6,421
WORKER'S COMPENSATION - 2.17%	4	29.5%	\$11,019	\$5,510
UNEMPLOYMENT - 0%	5	29.5%	\$14,367	\$6,465
OTHER (SPECIFY) - 4.41%	Document #2			\$12,122
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS				\$33,920

Attachment B 2

ITEMIZED BUDGET - SALARIES AND EMPLOYEE BENEFITS RSS \_\_\_X\_\_\_ VRSAP \_\_\_\_\_ RH \_\_\_\_\_

FROM 10/1/2016 TO 9/30/2017

CONTRACTOR NAME: International Rescue Committee

SALARIES	HOURS PER WEEK	% OF TIME ON PROJECT	ANNUAL SALARY	AMOUNT REQUESTED FROM DSS
STAFF POSITION				
6. Logistics Coordinator	10.50	28.0%	\$33,157	\$9,284
7. Case Worker (1)	11.63	31.0%	\$34,609	\$10,729
8. Case Worker (2)	11.63	31.0%	\$35,285	\$10,938
9. Community Interpreters	7.50	20.0%	\$39,000	\$7,800
10. Interpreter Services Manager	1.13	3.0%	\$43,051	\$1,292
11. Finance & Admin Assistant	1.13	3.0%	\$35,000	\$1,050
<b>TOTAL SALARIES REQUESTED FROM DSS</b>	-----	-----	-----	<b>\$41,093</b>

EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
FICA - 5.51%	6	29.5%	\$9,781	\$2,739
PENSION/RETIREMENT - 6.93%	7	29.5%	\$10,210	\$3,165
HEALTH INSURANCE - 10.48%	8	29.5%	\$10,409	\$3,226
WORKER'S COMPENSATION - 2.17%	9	29.5%	\$11,505	\$2,301
UNEMPLOYMENT - 0%	10	29.5%	\$12,700	\$381
OTHER (SPECIFY) - 4.41%	11	29.5%	\$10,325	\$310
<b>TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS</b>	-----	-----	-----	<b>\$12,122</b>





ATTACHMENT B 3

ITEMIZED BUDGET - OTHER PROPOSED EXPENSES RSS \_\_\_X\_\_\_ VRSAP \_\_\_ RH \_\_\_

CONTRACT PERIOD: FROM 10/1/2016 TO 09/30/2017

CONTRACTOR NAME: International Rescue Committee

LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DSS FUNDS
<b>POSTAGE TOTAL</b>		\$198
Administrative Program	13.0% of total general office expenditures	\$198
<b>RENT AND UTILITIES TOTAL</b>		\$14,101
Rent & Utilities	13.0% of total general office expenditures	\$12,652
Facilities Maintenance	13.0% of total general office expenditures	\$780
Telephone & Internet	13.0% of total general office expenditures	\$669
<b>EQUIPMENT TOTAL</b>		\$303
Equipment Purchase		
Equipment Rental	13.0% of total general office expenditures	\$303
<b>PRINTING TOTAL</b>		\$0
Administrative Program		\$0
<b>CONSUMABLE SUPPLIES TOTAL</b>		\$1,448
Office Program	13.0% of total general office expenditures	\$1,448

**ITEMIZED BUDGET - OTHER PROPOSED EXPENSES**

CONTRACT PERIOD: FROM 10/01/2016 TO 9/30/2017

LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DSS FUNDS
<b>TRAVEL TOTAL</b>		<b>\$1,689</b>
Administrative	Local staff in-state travel budgeted at 201.0 miles per month times 12 months times \$0.54 per mile or \$1,302 and 13.0% of total general office training expenditures or \$387.	\$1,689
Program		
<b>OTHER TOTAL</b>		<b>\$32,858</b>
Insurance	13.0% of total general office expenditures	\$1,281
Professional Fees	Telephone interpretation at \$64.1 per hour times 1.3 hours per month times 12 months or \$1,050. ELT contract for classes budgeted at \$3,125 per quarter times 4 quarters or \$12,500.	\$13,550
Client Fund		
Sundry	13.0% of total general office expenditures	\$1,404
Indirect Cost Recovery	ICR expenses have been computed at 9.09% of direct program charges except non-expendable property over \$5,000 and sub-grant expenses over \$25,000 per sub-award. This consists of 7.62% to cover a portion of IRC's headquarters administrative cost including personnel, occupancy, and utilities; 0.58% for audit cost	\$16,623

**ATTACHMENT B 3**

	and 0.899% USG Compliance Unit. ICR rates are provisional per the Negotiated Indirect Cost Recovery Rate with IRC's cognizant federal agency, United States Agency for International Development.	
Other (specify)		
Other (specify)		
Other (specify)		
Other (specify)		
Other (specify)		

TOTAL AMOUNT REQUESTED FROM DSS: \$ 50,597