



Commonwealth of Virginia
DEPARTMENT OF SOCIAL SERVICES

September 16, 2015

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, 2015 through September 30, 2016. The renewal award amount for Refugee Social Services (RSS) is **\$190,000**.

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,

Kathy A. Cooper

Kathy A. Cooper, Director
Office of Newcomer Services

International Rescue Committee, Inc.

Virginia Department of Social Services

By: *K. Calder*

By: *Andrea Handrick*

Title: ASSOC. DIRECTOR, GLOBAL GRANTS & CONTRACTS

Title: PURCHASING MANAGER

Date: September 23 2015

Date: 11-19-15

SCOPE OF SERVICES

Virginia Refugee Preventive Health Project (VRPH)

A. Role of Health Liaisons

The purpose of the health liaison position is to provide continuation of medical follow-up on conditions identified during the overseas medical screening process and conditions identified during the U.S. health screening. Many refugees, asylees, and other eligible populations, continue to face health challenges to become self-sufficient through employment. As part of the comprehensive resettlement plan, which focuses on refugee health and the well-being of the individual, the health liaison's role will include follow up to address barriers to employment to ensure employability if possible.

B. State Responsibilities

- Will participate in a monthly conference call facilitated by the Newcomer Health Program Coordinator.
- May be asked to present a difficult or interesting case scenario on a rotating basis as part of this call.
- Will report to ONS on health related matters using the monthly report.
- Will apprise the Refugee Health Coordinator (RHC) of any individuals who arrive with or who, after arrival, are diagnosed with diseases of public health importance or unusual occurrence.
- Will respond to any inquiries by the State Refugee Coordinator (SRC) or the RHC.

C. Day-to-Day Operations

- Should NOT schedule initial health screening appointments unless their positions are being supplemented by R&P funds. Scheduling of initial health screenings is a core R&P function, and as such, should be handled by R&P staff. Health liaisons *should* be aware of when the screening appointment is scheduled but should not be directly involved.
- Should NOT routinely transport clients to the initial health screening appointment.
- Will receive referrals from LHDs for any conditions identified as part of the initial health screening and schedule follow up appointments as indicated.
- It is permissible to arrange transportation or transport clients themselves to follow-up appointments.

- Priority of service delivery will be given to new arrivals and those with significant health needs and will follow the State Priority Order of Service.

D. Training and Technical Assistance

- Will provide health related orientation to new arrivals as part of the orientation plan.
- They can either provide the orientation themselves, or develop a module that can be presented by another staff member.
- As time permits will develop or borrow from other sources, written health related information to give to refugees.
- Will develop a list of community resources.
- Provide training for community health service providers on the special cultural and linguistic needs of refugees.

E. Communication and Collaboration

- Will notify LHD when information received on the overseas medical exam indicates that there is an existing health condition that needs to be addressed.
- Will reach out to refugee nurses at the local health departments (LHDs) to facilitate communication and establish good working relationships and rapport.

Virginia Refugee School Achievement Program (VRSAP)

A. VRSAP

VRSAP is a 100% federally funded discretionary grant that serves refugee children between the ages of 5 and 18 years of age that has three goals: 1) to promote academic progress and achievement, social adjustment, and school completions; 2) to increase school-based participation of refugee parents; and 3) to continue to gain statewide recognition by school officials and community leaders as the expert resource on meeting the language, cultural, and resettlement needs of Virginia's refugee students and families.

VRSAP activities may consist of academic and English as a Second Language tutoring, out-of-school enrichment and summer activities, programs that encourage high school completion, student leadership development, mentoring, parental involvement programs, and cultural orientations to school staff and cultural competency assistance, and interpreter and translation services. VRSAP employs staff known as School Liaisons and they are the direct link between public schools and refugee families. VRSAP School Liaisons steer all parties to support and meet the academic and social adjustment needs of refugee

students. The project period of VRSAP is from August 15 to August 14 and the project is entering into its last year of the currently funded two-year project period.

B. VRSAP School Liaison Duties

1. Conduct orientations about Virginia public schools to parents when new refugee families arrive through the resettlement agency's Reception and Placement (R&P) Program.
2. Complete a "Student Intake" form with each refugee family prior to registration in school.
3. Conduct post-tests with parents on the school orientation and materials received.
4. Assist with registration and school enrollments – i.e., accompanying refugee students and their family to school to complete the enrollment process as well as provide interpretation services during the enrollment process.
5. Make certain that school entrance health examinations are scheduled and completed, ideally, within two weeks of refugee child's arrival.
6. Attend school-based conferences and/or IEP meetings with refugee parents, when appropriate.
7. Serve as a technical and informational resource to the local community-at-large on the refugee resettlement process and how that process affects refugee families and their adjustment to their new Virginia communities.
8. School Liaisons must maintain a case file on each refugee school-age child being served. The case file must contain documentation of all services and assistance given to the refugee child.
 - a. The case file must also contain proof which verifies the eligibility status of each refugee child being served.
9. School Liaisons must conduct at least one recognition event for students, teachers, and volunteers before the completion of the project period.
10. Immediately advise and notify the ONS-VRSAP Grant Manager of all situations that present as being or potentially being difficult to handle.

C. VRSAP School Liaison Supervision

Liaisons are hired by the refugee resettlement agencies under contract with ONS and they are directly supervised by an agency program manager or director. The ONS-VRSAP Grant Manager provides indirect supervision and technical assistance to School Liaisons through monthly conference calls and quarterly site visits.

D. Data Collection and Reporting to VRSAP Grant Manager

VRSAP School Liaisons electronically submit monthly reports to ONS where they report on 12 distinct data elements and provide an accompanying narrative on activities, accomplishments, and challenges for that reporting period.

E. Cost Reimbursement

Refugee Resettlement Agencies who are VRSAP sub-grantees must submit monthly invoices to the ONS Program Monitor in accordance to that Agency's approved budget for VRSAP and/or as directed by the ONS Program Monitor.

Attachment B1 Budget Summary

BUDGET SUMMARY - DSS FUNDS

RSS __X__ VR SAP ____ RH ____

CONTRACT PERIOD: FROM 10/1/2015 TO 9/30/2016

CONTRACTOR NAME: International Rescue Committee

BUDGET CATEGORY	JUSTIFICATION (How costs were determined)	TOTAL DSS REQUEST
SALARIES		\$112,467
EMP. BENEFITS		\$33,178
POSTAGE		\$172
RENT & UTILITIES		\$11,948
EQUIPMENT		\$392
PRINTING		\$11
CONSUMABLE SUPPLIES		\$1,321
TRAVEL		\$1,949
OTHER (CONTRACTUAL SERVICES)		\$10,589
OTHER (INSURANCE)		\$1,094
OTHER (SUNDRY)		\$1,046
OTHER (INDIRECT COST RECOVERY)		\$15,833
TOTAL REQUESTED FROM DSS		\$190,000

* Awarded funds cannot be used to supplant existing funds.

Attachment B 2

ITEMIZED BUDGET - SALARIES AND EMPLOYEE BENEFITS RSS ___X___ VRSAP ___ RH ___
 FROM 10/1/2015 TO 9/30/2016 CONTRACTOR NAME: International Rescue Committee

STAFF POSITION	HOURS PER WEEK	% OF TIME ON PROJECT	ANNUAL SALARY	AMOUNT REQUESTED FROM DSS
1. Executive Director	3.34	8.9%	\$90,984	\$8,098
2. Finance Manager	4.09	10.9%	\$47,493	\$5,177
3. Employment Supervisor	18.75	50%	\$42,465	\$21,233
4. Employment Specialist	18.75	50%	\$36,430	\$18,215
5. Manager, Resettlement Services	14.10	47%	\$47,510	\$22,330
TOTAL SALARIES FROM DOCUMENT #2 OF B2				\$37,414
TOTAL SALARIES REQUESTED FROM DSS				\$112,467

EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
FICA - 5.51%	1	29.5%	\$26,840	\$2,389
PENSION/RETIREMENT - 6.93%	2	29.5%	\$14,010	\$1,527
HEALTH INSURANCE - 10.48%	3	29.5%	\$12,527	\$6,264
WORKERS COMPENSATION - 2.17%	4	29.5%	\$10,747	\$5,374
UNEMPLOYMENT - 0%	5	29.5%	\$14,015	\$6,587
OTHER (SPECIFY) - 4.41%	Document #2			\$11,037
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS				\$33,178

ATTACHMENT B 3

ITEMIZED BUDGET - OTHER PROPOSED EXPENSES RSS __X__ VRSAAP _____ RH _____

CONTRACT PERIOD: FROM 10/1/2015 TO 09/30/2016 CONTRACTOR NAME: International Rescue Committee

LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DSS FUNDS
POSTAGE TOTAL		\$172
Administrative Program	11.1% of total general office expenditures	\$172
RENT AND UTILITIES TOTAL		\$11,948
Rent	11.1% of total general office expenditures	\$10,073
Utilities	11.1% of total general office expenditures	\$1,289
Telephone	11.1% of total general office expenditures	\$586
EQUIPMENT TOTAL		\$392
Equipment Purchase		
Equipment Rental	11.1% of total general office expenditures	\$392
PRINTING TOTAL		\$11
Administrative Program	11.1% of total general office expenditures	\$11
CONSUMABLE SUPPLIES TOTAL		\$1,321
Office Program	11.1% of total general office expenditures	\$1,321

ITEMIZED BUDGET - OTHER PROPOSED EXPENSES

CONTRACT PERIOD: FROM 10/01/2015 TO 9/30/2016

LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DSS FUNDS
TRAVEL TOTAL		\$1,949
Administrative	Local staff in-state travel budgeted at 194.0 miles per month times 12 months times \$0.575 per mile or \$1,339. 11.1% of total general office training expenditures or \$610.	\$1,949
Program		
OTHER TOTAL		\$28,562
Insurance	11.1% of total general office expenditures	\$1,094
Professional Fees	Telephone interpretation at \$66 per hour times 1.4 hours per month times 12 months or \$1,109. ELT contract for classes budgeted at \$2,370 per quarter times 4 quarters or \$9,480.	\$10,589
Client Fund		
Sundry	11.1% of total general office expenditures	\$1,046
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 and 0.89% USG Compliance Unit. ICR rates are provisional per the Negotiated Indirect Cost Recovery	\$15,833

ATTACHMENT B 3

	Rate with IRC's cognizant federal agency, United States Agency for International Development.	
Other (specify)		
Other (specify)		
Other (specify)		
Other (specify)		

TOTAL AMOUNT REQUESTED FROM DSS: \$ 44,355