



Commonwealth of Virginia
DEPARTMENT OF SOCIAL SERVICES

November 3, 2016

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

Dear Ms. Sime: CVS-15-091

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 and modification agreement 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 any time (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-15-091

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 amounts are \$210,000 for Refugee Social Services (RSS) and \$55,000 Targeted Assistance Program (TAP). The aforementioned award amounts shall not exceed a total combined expenditure of \$265,000.

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,

Fran Inge, Acting Director
Office of Newcomer Services

International Rescue Committee, Inc.

Virginia Department of Social Services

By: DAVID JOHNSON

By: Andrew Hendrick

Title: CHIEF FINANCIAL OFFICER

Title: PURCHASING MANAGER

Date: OCT 03 2016

Date: 10-26-16

CONTRACT MODIFICATION AGREEMENT



Date: September 26, 2016

Contract Number: CVS-15-091

Modification Number: One

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

Contractor: International Rescue Committee

Commodity: Refugee Social Services (RSS)
 Targeted Assistance Program (TAP)

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

Description of Modification:

1. International Rescue Committee, Refugee Social Services (RSS) budget amount of \$200,000 has been increased by \$10,000. The total FFY 2017 contract budget amount is \$210,000 .
2. International Rescue Committee, Targeted Assistance Program (TAP) budget amount of \$50,000 has been increased by \$5,000. The total FFY 2017 contract budget is \$55,000.

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

International Rescue Committee

Commonwealth of Virginia
Department of Social Services

By: *David Johnson*

By: *Andrea Hendricks*

DAVID JOHNSON, CFO 10/3/16
NAME AND TITLE DATE

Andrea Hendricks 10-26-16
NAME AND TITLE DATE



VIRGINIA OFFICE OF NEWCOMER SERVICES

PERFORMANCE OUTCOME GOALS

EMPLOYMENT

CONTRACTOR: International Rescue Committee
Richmond

PROGRAM: RSS X

PERIOD: October 1, 2016 through September 30, 2017

Unduplicated number of persons to be served with employment services	170
Number of all job placements	130
Number of full time job placements	97
Refugee Cash Assistance terminations due to placements	24
Average hourly wage of all full-time job placements	\$9.75
Number of full time job placements that offer health benefits within 90 days after employment	73
Number of jobs in which client placed is still employed 90 days after placement	97



VIRGINIA OFFICE OF NEWCOMER SERVICES

PERFORMANCE OUTCOME GOALS

EMPLOYMENT

CONTRACTOR: International Refugee Committee
Richmond

PROGRAM: TAP X

PERIOD: October 1, 2016 through September 30, 2017

Unduplicated number of persons to be served with employment services	47
Number of all job placements	37
Number of full-time job placements	30
Refugee Cash Assistance terminations due to placements	5
Average hourly wage of all full-time job placements	\$13.00
Number of full time job placements that offer health benefits within 90 days after employment	24
Number of jobs in which client placed is still employed 90 days after placement	28

Form B1 - Budget Summary

BUDGET SUMMARY - DSS FUNDS

RSS _____ TAP X

CONTRACT PERIOD: FROM 10/01/2016 TO 9/30/2017 APPLICANT NAME: International Rescue Committee

BUDGET CATEGORY	JUSTIFICATION (How costs were determined)	TOTAL DSS REQUEST
SALARIES		\$27,393
EMP. BENEFITS		\$8,081
POSTAGE		\$28
RENT & UTILITIES		\$3,352
EQUIPMENT		\$162
PRINTING		\$0
CONSUMABLE SUPPLIES		\$149
TRAVEL		\$772
OTHER (INSURANCE)		\$223
OTHER (STEP SCHOLARSHIPS)		\$10,227
OTHER (SUNDRY)		\$30
OTHER (INDIRECT COST RECOVERY)		\$4,583
TOTAL REQUESTED		\$55,000

Form B1 - Budget Summary

FROM DSS				
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* Awarded funds cannot be used to supplant existing funds.

ITEMIZED BUDGET - SALARIES AND EMPLOYEE BENEFITS RSS _____ TAP X

FROM 10/01/2016 TO 9/30/2017 APPLICANT NAME: International Rescue Committee

STAFF POSITION	HOURS PER WEEK	% OF TIME ON PROJECT	ANNUAL SALARY	AMOUNT REQUESTED FROM DSS
1. Executive Director	1.189	3.17%	\$95,456	\$3,030
2. Finance Manager	1.189	3.17%	\$48,685	\$1,545
3. Site Coordinator	4.76	12.69%	\$55,080	\$6,989
4. Employment Specialist	7.00	18.66%	\$33,972	\$6,339
5. Caseworker	3.50	9.33%	\$34,827	\$3,251
TOTAL SALARIES FROM DOCUMENT #2 OF B2				\$6,239
TOTAL SALARIES REQUESTED FROM DSS				\$27,393

EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
FICA	1	29.5%	\$28,159	\$894
PENSION/RETIREMENT	2	29.5%	\$14,362	\$456
HEALTH INSURANCE	3	29.5%	\$16,249	\$2,062
WORKER'S COMPENSATION	4	29.5%	\$10,022	\$1,870
UNEMPLOYMENT	5	29.5%	\$10,274	\$958
OTHER (SPECIFY)	Document #2			\$1,841
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS				\$8,081

ITEMIZED BUDGET - OTHER PROPOSED EXPENSES RSS ____ TAP __X__

CONTRACT PERIOD: FROM 10/01/2016 TO 09/30/2017 APPLICANT NAME: International Rescue Committee

LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DSS FUNDS
POSTAGE TOTAL		\$28
Administrative Program	11.7% of total general office expenditures	\$28
RENT AND UTILITIES TOTAL		\$3,352
Rent	11.7% of total general office expenditures	\$3,013
Utilities		
Telephone & Internet	11.7% of total general office expenditures	\$339
EQUIPMENT TOTAL		\$162
Equipment Purchase		
Equipment Rental	11.7% of total general office expenditures	\$162
PRINTING TOTAL		\$0
Administrative Program		\$0
CONSUMABLE SUPPLIES TOTAL		\$149
Office Program	11.7% of total general office expenditures	\$149

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
TRAVEL TOTAL		\$772
Administrative	Local staff in-state travel budgeted at 108.0 miles per month times 12 months times \$0.54 per mile or \$700 and 11.7% of total general office training expenditures or \$72.	\$772
Program		
OTHER TOTAL		\$15,063
Insurance	11.7% of total general office expenditures	\$223
STEP Scholarships	educational scholarships for 10 refugee clients at \$1,022.70 per scholarship, or \$10,227	\$10,227
Client Fund		
Other (Sundry)	11.7% of total general office expenditures	\$30
Other (specify)		\$0
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	\$4,583

	<p>and 0.89% 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.</p>	
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TOTAL AMOUNT REQUESTED FROM DSS: \$ 19,526

Form B1. Budget Summary

BUDGET SUMMARY - DSS FUNDS

RSS X TAP

CONTRACT PERIOD: FROM 10/01/2016 TO 9/30/2017 APPLICANT NAME: International Rescue Committee

BUDGET CATEGORY	JUSTIFICATION (How costs were determined)	TOTAL DSS REQUEST
SALARIES		\$130,283
EMP. BENEFITS		\$38,433
POSTAGE		\$128
RENT & UTILITIES		\$15,272
EQUIPMENT		\$738
PRINTING		\$0
CONSUMABLE SUPPLIES		\$679
TRAVEL		\$3,518
OTHER (PROFESSIONAL FEES)		\$800
OTHER (INSURANCE)		\$1,013
OTHER – see OTHER PROPOSED EXPENSES		\$1,639
OTHER (INDIRECT COST RECOVERY)		\$17,497

Form B1. Budget Summary

TOTAL REQUESTED FROM DSS		\$210,000
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* Awarded funds cannot be used to supplant existing funds.

ITEMIZED BUDGET - SALARIES AND EMPLOYEE BENEFITS RSS X TAP

FROM 10/01/2016 TO 9/30/2017

APPLICANT NAME: International Rescue Committee

STAFF POSITION	HOURS PER WEEK	% OF TIME ON PROJECT	ANNUAL SALARY	AMOUNT REQUESTED FROM DSS
1. Executive Director	5.186	13.83%	\$95,456	\$13,198
2. Finance Manager	5.186	13.83%	\$48,685	\$6,731
3. Site Coordinator	20.74	55.31%	\$55,080	\$30,465
4. Employment Specialist	30.50	81.34%	\$33,972	\$27,633
5. Caseworker	15.25	40.67%	\$34,827	\$14,163
TOTAL SALARIES FROM DOCUMENT #2 OF B2				\$38,093
TOTAL SALARIES REQUESTED FROM DSS				\$130,283

EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
FICA	1	29.5%	\$28,159	\$3,893
PENSION/RETIREMENT	2	29.5%	\$14,362	\$1,986
HEALTH INSURANCE	3	29.5%	\$16,249	\$8,987
WORKER'S COMPENSATION	4	29.5%	\$10,022	\$8,152
UNEMPLOYMENT	5	29.5%	\$10,274	\$4,178
OTHER (SPECIFY)	Document #2			\$11,237
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS				\$38,433

