



Commonwealth of Virginia
DEPARTMENT OF SOCIAL SERVICES

September 16, 2015

Ms. Melissa Graves, Executive Director
Lutheran Social Services of the National Capital Area
7401 Leesburg Pike
Falls Church, Virginia 22043

Dear Ms. Graves:

Re: Renewal of Contract DSS No. CVS-12-089-02

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 amounts are **\$185,000** Refugee Social Services (RSS) and **\$50,000** Targeted Assistance Program (TAP). The aforementioned award amounts shall not exceed a total combined expenditure of **\$235,000**.

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

Lutheran Social Services of the
National Capital Area

By: *Melissa Graves*

Title: CFO

Date: 9/25/15

Virginia Department of Social Services

By: *Arthur Hendricks*

Title: PURCHASING MANAGER

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.

BUDGET SUMMARY - DSS FUNDS RSS

SUB-GRANT PERIOD: FROM 10/01/15 TO 09/30/16 SUB-GRANTEE NAME: Lutheran Social Services of the National Capital Area

BUDGET CATEGORY	JUSTIFICATION (How costs were determined)	TOTAL DSS REQUEST
SALARIES		\$ 120,945.50
EMP. BENEFITS	Calculated at 26.58% of salaries	\$ 32,143.45
POSTAGE	Calculated at \$10 per month	\$ 120.00
RENT & UTILITIES	Phones	\$ 2,880.00
PRINTING	Program fliers, brochures, and Employer Luncheon	\$ -
CONSUMABLE SUPPLIES	Office stationary and supplies	\$ 2,400.00
TRAVEL	Mileage reimbursement	\$ 5,400.00
OTHER (Specify)	Insurance	\$ 485.87
OTHER (Specify)	World Refugee Day Expense	\$ 500.00
OTHER (Specify)	Staff training and incentives	\$ 450.00
OTHER (Specify)	Client Training	\$ 1,857.00
OTHER (Specify)	Advertising and recruitment	\$ 400.00
OTHER (Specify)	A-133 Program Audit	\$ 600.00
OTHER (Specify)	Administrative overhead calculated at 10%	\$ 16,818.18
TOTAL REQUESTED FROM DSS		\$ 185,000.00

* Awarded funds cannot be used to supplant existing funds.

BUDGET DETAIL - SALARIES AND EMPLOYEE BENEFITS

OFFEROR NAME Lutheran Social Services of the National Capital Area

Contract Period FROM 10 / 01 / 15 TO 09 / 30 / 16

STAFF POSITION	SALARIES	HOURS PER WEEK	% OF TIME ON PROJECT	ANNUAL SALARY	AMOUNT REQUESTED FROM DSS
1. Program Director/ Mamadou Sy		37.5	8%	\$ 84,296.23	\$ 6,743.70
2. Grants Administrator/ Eros Tuladhar		37.5	5%	\$ 60,883.30	\$ 3,044.17
3. Resettlement Manager/ Razan Osman		37.5	20%	\$ 42,000.00	\$ 8,400.00
4. Employment Manager/Nizama Tikvina		37.5	90%	\$ 42,155.26	\$ 37,939.74
5. Vocational Training Specialist/Christina Detreich		37.5	28%	\$ 31,930.00	\$ 8,940.40
6. Job Developer/Amaina Bashari		37.5	100%	\$ 31,930.00	\$ 31,930.00
7. Job Developer/Lizhette Collarana		37.5	75%	\$ 31,930.00	\$ 23,947.50
TOTAL SALARIES REQUESTED FROM DSS			326%	\$ 325,124.79	\$ 120,945.50

EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
FICA	1-11	7.65%	\$ 24,872.05	\$ 9,252.33
PENSION/RETIREMENT	1-11	4.50%	\$ 14,630.62	\$ 5,442.55
HEALTH INSURANCE	1-11	1,107.00	\$ 13,284.00	\$ 13,284.00
LIFE INS/ADDLTD	1-11	1.60%	\$ 5,211.00	\$ 1,945.13
UNEMPLOYMENT	1-11	2.70%	\$ 1,920.00	\$ 2,086.40
OTHER WORKERS COMP	1-11	0.11%	\$ 683.00	\$ 133.04
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS				\$ 32,143.45

BUDGET - OTHER PROPOSED EXPENSES RSS

OFFEROR NAME Lutheran Social Services of the National Capital Area

Contract Period FROM 10 / 01 / 12 TO 09 / 30 / 13

LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DSS FUNDS
POSTAL TOTAL	\$10 Per month Postage	120.00
Administrative		
Program		
RENT AND UTILITIES TOTAL		7,500.00
Rent		
Utilities	Historical trends/Move	5,500.00
Telephone	Landlines, cellular phones and internet	2,000.00
EQUIPMENT TOTAL		
PRINTING TOTAL	Program brochures, flyers and	450.00
Administrative		
Program		
CONSUMABLE SUPPLIES TOTAL	Purchase of agency letterhead and office supplies	2,400.00
Office		
Program		

BUDGET - OTHER PROPOSED EXPENSES RSS, continued
 OFFEROR NAME Lutheran Social Services of the National Capital Area
 Contract Period FROM 10 / 01 / 15 TO 09 / 30 / 16

LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DSS FUNDS
TRAVEL TOTAL	50 miles per FTE X 50 Cents X 12 months + Parking	5,400.00
Administrative		
Program		
OTHER TOTAL		21,091.62
Insurance	Professional Liability	466.44
Other (specify)	Advertising and recruitment	400.00
Other (specify)	Client Training	1,857.00
Other (specify)	World Refugee Day	500.00
Other (specify)	Staff training and incentives	450.00
Other (specify)	A-133 Program Audit	600.00
Other (specify)	Administrative overhead calculated at 10%	16,818.18

TOTAL AMOUNT REQUESTED FROM DSS: \$ 36,961.62

Other Source Funds Vocational Training 10% of Budget \$ 18,500.00

BUDGET SUMMARY - DSS FUNDS

OFFEROR NAME Lutheran Social Services of the National Capital Area

Contract Period FROM 10 / 01 / 15 TO 09 / 30 / 16

BUDGET CATEGORY	RSS PROGRAM COMPONENT	TAP PROGRAM COMPONENT	TOTAL DSS REQUEST
SALARIES	\$114,870.45	\$25,064.24	\$139,934.69
EMP. BENEFITS	\$33,840.60	\$10,935.53	\$44,776.13
POSTAGE	\$120.00	\$40.00	\$160.00
RENT & UTILITIES	\$7,500.00	\$2,296.66	\$9,796.66
EQUIPMENT	\$0.00	\$0.00	\$0.00
PRINTING	\$0.00	\$200.00	\$200.00
CONSUMABLE SUPPLIES	\$2,400.00	\$280.00	\$2,680.00
TRAVEL	\$4,200.76	\$2,106.00	\$6,306.76
OTHER	\$5,250.00	\$4,532.12	\$9,782.12
OTHER (ADM. OVERHEAD)	\$16,818.18	\$4,545.45	\$21,363.64
TOTAL REQUESTED FROM DSS	\$185,000.00	\$50,000.00	\$235,000.00

WHAT PERCENT IS THE TOTAL REQUESTED FROM DSS OF THE TOTAL AGENCY/ORGANIZATION BUDGET	<u>2%</u>
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LSS/INCA WILL PROVIDE VOCATIONAL TRAINING TO CLIENTS ENROLLED INTO RSS AND TAP. THE VALUE OF THESE SERVICES WILL BE AT MINIMUM VALUE EQUAL TO 10% OF THE CONTRACT	<u>10%</u>
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BUDGET SUMMARY - DSS FUNDS TAP

SUB-GRANT PERIOD: FROM 10/01/15 TO 09/30/16 SUB-GRANTEE NAME: Lutheran Social Services of the National Capital Area

BUDGET CATEGORY	JUSTIFICATION (How costs were determined)	TOTAL DSS REQUEST
SALARIES		\$ 25,064.24
EMP. BENEFITS	Calculated at 6.5% of annual salaries	\$ 10,935.53
POSTAGE	Calculated at \$10 per month	\$ 40.00
RENT & UTILITIES	Phones	\$ 2,296.66
EQUIPMENT	Equipment and furniture purchase	\$ -
PRINTING	Printing & Copying	\$ 200.00
CONSUMABLE SUPPLIES	Office stationary and supplies	\$ 280.00
TRAVEL	Mileage reimbursement	\$ 2,106.00
OTHER (Specify)	Insurance	\$ 132.12
OTHER (Specify)	Employer Luncheon/Recognition	\$ 400.00
OTHER (Specify)	Client Training Classes	\$ 3,000.00
OTHER (Specify)	Staff training and incentives	\$ 200.00
OTHER (Specify)	Advertising and recruitment	\$ 100.00
OTHER (Specify)	World Refugee Day expense	\$ 300.00
OTHER (Specify)	Federal A-133 Audit	\$ 400.00
OTHER (Specify)	Administrative overhead calculated at 10%	\$ 4,545.45
TOTAL REQUESTED FROM DSS		\$ 50,000.00

* Awarded funds cannot be used to supplant existing funds.

OFFEROR NAME Lutheran Social Services of the National Capital Area

Contract Period FROM 10 / 01 / 15 TO 09 / 30 / 16

Program: RSS or TAP

STAFF POSITION	SALARIES	HOURS PER WEEK	% OF TIME ON PROJECT	ANNUAL SALARY	AMOUNT REQUESTED FROM DSS
1. Program Director/ Mamadou Sy		37.5	2%	\$ 84,296.23	\$ 1,685.92
2. Resettlement Mgr/Razan Osman		37.5	5%	\$ 42,000.00	\$ 2,100.00
3. Job Developer/Lizhette Collarana		37.5	25%	\$ 31,930.00	\$ 7,982.50
4. Vocational Training Specialist/Christina Detriech		37.5	39%	\$ 31,930.00	\$ 12,452.70
5. Employment Manager/ Nizama Tikvina		37.5	2%	\$ 42,155.84	\$ 843.12
6. Job Developer/TBD		0	0%	\$ -	\$ -
TOTAL SALARIES REQUESTED FROM DSS			FTE 73.00%	\$ 232,312.07	\$ 25,064.24

EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
FICA	1-5	7.65%	\$ 17,771.87	\$ 1,917.41
PENSION/RETIREMENT	1-2	4.50%	\$ 5,683.33	\$ 5,683.33
HEALTH INSURANCE	1-5	756.00	\$ 551.88	\$ 551.88
WORKERS COMPENSATION	1-5	2.06%	\$ 4,785.63	\$ 516.32
UNEMPLOYMENT	1-5	6.60%	\$ 1,650.00	\$ 1,650.00
LTD, LIFE INS, ADD	1-5	2.46%	\$ 5,714.88	\$ 616.58
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS				\$ 10,935.53

BUDGET - OTHER PROPOSED EXPENSES TAP
OFFEROR NAME: Lutheran Social Services of the National Capital Area

Contract Period FROM 10 / 01 / 12 TO 09 / 30 / 13

LINE ITEM	JUSTIFICATION	PROPOSED DSS FUNDS
	(How costs were determined)	
POSTAL TOTAL	Monthly Postage of \$10.00	\$ 120.00
Administrative Program		
RENT AND UTILITIES TOTAL		\$ 3,250.00
Rent		
Utilities	Historical Cost/Moving cost	\$ 2,450.00
Telephone	Landlines, cellular phones and Internet	\$ 800.00
EQUIPMENT TOTAL		\$ -
Equipment Purchase		
Equipment Rental		
PRINTING TOTAL	Printing & Copying	\$ 120.00
Administrative Program		
CONSUMABLE SUPPLIES TOTAL	Purchase of agency letterhead and office supplies	\$ 200.00
Office Program		

BUDGET - OTHER PROPOSED EXPENSES TAP, continued
OFFEROR NAME: Lutheran Social Services of the National Capital Area

Contract Period FROM 10 / 01 / 15 TO 09 / 30 / 16

LINE ITEM	JUSTIFICATION	PROPOSED DSS FUNDS
	(How costs were determined)	
TRAVEL TOTAL	1.17 FTE * \$.50 mile * 12 * 300 miles + Parking	\$ 2,106.00
Administrative Program		
OTHER TOTAL		\$ 4,632.12
Insurance	Professional Liability	\$ 132.12
Other (Specify)	Advertising and recruitment	\$ 100.00
Other (Specify)	World Refugee Day	\$ 300.00
Other (Specify)	Client Training	\$ 3,000.00
Other (Specify)	Employer Luncheon/Recognition	\$ 400.00
Other (Specify)	Staff training and incentives	\$ 200.00
Other (Specify)	Federal A-133 Audit	\$ 400.00
Other (Specify)	Administrative overhead calculated at 10%	

TOTAL AMOUNT REQUESTED FROM DSS: \$ 10,328.12

Other Source Funds	Vocational Training 10% of Budget	\$ 5,000.00
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