



Commonwealth of Virginia
DEPARTMENT OF SOCIAL SERVICES

November 4, 2016

Erol Kekic, Director
Immigration and Refugee Program
Church World Service
475 Riverside Drive, Suite 700
New York, NY 10115

Dear Mr. Kekic:

Re: Standard Contract # CVS- 12-089-04

The Virginia Department of Social Services has completed the process of implementing Church World Service 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: Mr. John Baumann, Director, CWS



Commonwealth of Virginia
DEPARTMENT OF SOCIAL SERVICES

September 26, 2016



Erol Kekic, Director
Immigration and Refugee Program
Church World Service
475 Riverside Drive, Suite 700
New York, NY 10115

Dear Mr. Kekic:

Re: Renewal of Contract DSS No. CVS-12-089-04

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 Sept 30, 2017. The renewal award amount for Refugee Social Services (RSS) is 115,500.

It is understood and agreed that the Scope of Services and all terms and conditions of the original contract, as modified along with a corrective action plan, 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

Church World Service

By:

Title:

EXECUTIVE DIRECTOR CVS/IRP

Date:

10/05/2016

Virginia Department of Social Services

By:

Title:

PURCHASING MANAGER

Date:

10-31-16



VIRGINIA OFFICE OF NEWCOMER SERVICES
PERFORMANCE OUTCOME GOALS

EMPLOYMENT

CONTRACTOR: Church World Service

PROGRAM: RSS X

PERIOD: October 1, 2016 through September 30, 2017

Unduplicated number of persons to be served with employment services	115
Number of all job placements	87
Number of full time job placements	80
Refugee Cash Assistance terminations due to placements	12
Average hourly wage of all job placements	\$11.15
Number of full time job placements that offer health benefits within 90 days after employment	70
Number of jobs in which client placed is still employed 90 days after placement	75

BUDGET SUMMARY - DSS FUNDS RSS XX TAP

CONTRACT PERIOD: FROM 10/01/2016 TO 9/30/2017 CONTRACTOR NAME: _____ Church World Service

BUDGET CATEGORY	JUSTIFICATION (How costs were determined)	TOTAL DSS REQUEST
SALARIES		\$ 59,167.49
EMP. BENEFITS		\$ 25,027.51
POSTAGE		\$ 200.00
RENT & UTILITIES		\$ 5,300.00
EQUIPMENT		\$ 360.00
PRINTING		\$ -
CONSUMABLE SUPPLIES		\$ 450.00
TRAVEL		\$ 2,063.00
Staff Development		\$ 408.00
Indirect Cost		\$ 12,524.00
DIRECT CLIENT		
TOTAL REQUESTED FROM DSS		\$ 115,500.00

* Awarded funds cannot be used to supplant existing funds.
Virginia Office of Newcomer Services

ITEMIZED BUDGET - OTHER PROPOSED EXPENSES

RSS_X__

TAP__

CONTRACT PERIOD: FROM 10/01/2016 TO 09/30/2017

CONTRACTOR NAME:

CHURCH WORLD SERVICE

LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DSS FUNDS
POSTAGE TOTAL	Mailing or shipping charges	200.00
Administrative		
Program		
RENT AND UTILITIES TOTAL	\$440 per month in rent, electricity and telephone	5,300.00
Rent		
Utilities		
Telephone		
EQUIPMENT TOTAL	Leasing and maintenance of copier	360.00
PRINTING TOTAL		
Administrative		
Program		
CONSUMABLE SUPPLIES TOTAL		450.00
Office	Printer Cartridges, Pens, pencils, paper, folders, etc.	
Program	Folders	

ATTACHMENT B 3

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	3.821 miles at \$.54 each for RSS caseworkers and employment specialist to assist clients and directors to attend meetings	2,063.00
Administrative		
Program		
OTHER TOTAL	For staff to attend meetings and trainings relating to RSS	408.00
Staff Development		
Professional Fees		
DIRECT CLIENT SPENDING		10,000.00
Indirect Costs	This amount represents the NICRA charges @ 13.47% of the direct program cost. The NICRA funds are spent on the following: Finance and Administration: This assessment covers all CWS banks account, temporary investment and cash flow transactions; the issuance of all paychecks and other payments; and the hiring and oversight of outside auditors. Payroll Services: This assessment covers all in-house CWS payroll transactions. Management Information Systems: This assessment covers all CWS mainframe computer maintenance; and the installation and maintenance of computer systems. Mailroom Services: This assessment covers the collection, sorting and distribution of all associated mail with this project including salary and benefits for CWS IRP Director at 5% of	12,524.00

TOTAL AMOUNT REQUESTED FROM DSS:

\$

31,305.00

ITEMIZED BUDGET - SALARIES AND EMPLOYEE BENEFITS RSS_X_TAP

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

CONTRACTOR NAME: Church World Service

SALARIES		HOURS PER WEEK	% OF TIME ON PROJECT	ANNUAL SALARY	SALARY REQUESTED FROM DSS	BENEFITS REQUESTED FROM DSS
1	Virginia Director	37.5	5%	64,000.00	3,200.00	1,353.60
2	Accounting	20	20%	16,326.70	3,265.34	1,381.24
3	Harrisonburg Director	37.5	10%	58,709.00	5,870.90	2,483.39
4	Resettlement Coordinator	37.5	5%	40,000.00	2,000.00	846.00
5	Case Manager	37.5	10%	27,000.00	2,700.00	1,142.10
6	Associate Case Manager	37.5	50%	27,000.00	13,500.00	5,710.50
7	ESL/Volunteer Coordinator	37.5	34%	30,035.00	10,211.90	4,319.62
8	Director of Immigration Services	37.5	5%	62,285.00	3,114.25	1,317.00
9	Accounting Assistant	18.5	3%	15,170.00	455.10	192.51
10	Employment Specialist	37.5	55%	27,000.00	14,850.00	6,281.55
11					-	-
12					-	-
13					-	-
14					-	-
TOTAL SALARIES REQUESTED FROM DSS					#####	\$25,027.51