



*Commonwealth of Virginia*  
*DEPARTMENT OF SOCIAL SERVICES*

November 4, 2016

Ms. Joanne Natrass, Executive Director  
Commonwealth Catholic Charities  
1601 Rolling Hills Drive  
Richmond, Virginia 23229

Dear Ms. Natrass:

Re: Standard Contract # CVS-12-089-05

The Virginia Department of Social Services has completed the process of implementing Commonwealth Catholic Charities 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 2016 contract period.

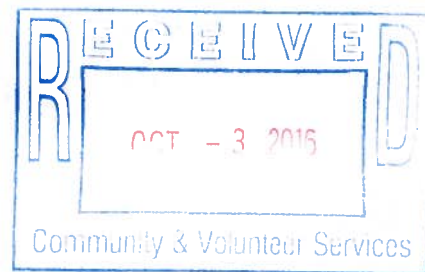
Sincerely,

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

Fran Inge, Acting Director  
Office of Newcomer Services

Enclosures

cc: Ms. Amar Bhattarai, Director, CCC



Commonwealth of Virginia  
DEPARTMENT OF SOCIAL SERVICES

September 26, 2016

Ms. Joanne Natrass, Executive Director  
Commonwealth Catholic Charities  
1601 Rolling Hills Drive  
Richmond, Virginia 23229

Dear Ms. Natrass:

Re: Renewal of Standard Contract DSS No. CVS-12-089-05

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 \$237,300.

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

Commonwealth Catholic Charities

By: Joanne Natrass

Title: Executive Director

Date: 9/27/2016

Virginia Department of Social Services

By: Andria Hendricks

Title: PURCHASING MANAGER

Date: 10-31-16



**VIRGINIA OFFICE OF NEWCOMER SERVICES**

**PERFORMANCE OUTCOME GOALS**

**EMPLOYMENT**

**CONTRACTOR:** Commonwealth Catholic Charities

**PROGRAM:** RSS X

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

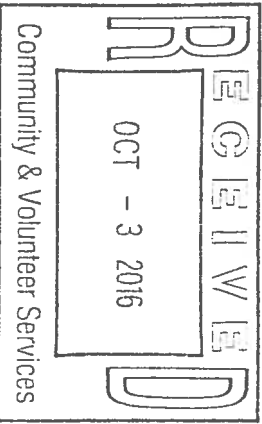
|   |        |
|---|--------|
| Unduplicated number of persons to be served with employment services                          | 253    |
| Number of all job placements  | 190    |
| Number of full time job placements  | 158    |
| Refugee Cash Assistance terminations due to placements  | 40     |
| Average hourly wage of all full-time job placements   | \$9.45 |
| Number of full time job placements that offer health benefits within 90 days after employment | 126    |
| Number of jobs in which client placed is still employed 90 days after placement               | 150    |

**Attachment: Budget**

OFFEROR NAME: Commonwealth Catholic Charities

Initial Budget Period: FROM: October 1, 2016 TO: September 30, 2017 Program: Refugee Social Services (RSS)

| BUDGET CATEGORY                                      | AMOUNT         |
|--|----------------|
| Salaries   | 139,444        |
| Benefits   | 34,324         |
| Occupancy  | 16,500         |
| Travel   | 4,854          |
| Other - interpretation fees, general office supplies | 11,982         |
|  | -              |
|  | -              |
| Other - administrative                               | 30,196         |
| <b>TOTAL REQUESTED FROM DSS</b>                      | <b>237,300</b> |



**BUDGET DETAIL - SALARIES AND EMPLOYEE BENEFITS**

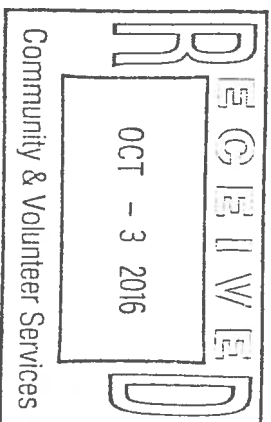
Offeror Name: Commonwealth Catholic Charities

Initial Budget Period: FROM: October 1, 2016 TO: September 30, 2017

Program: Refugee Social Services (RSS)

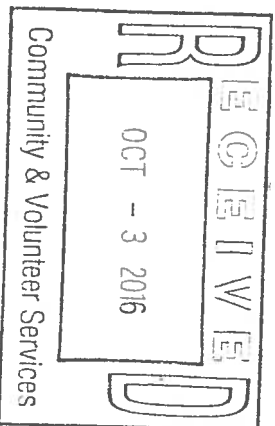
Refugee Social Services (RSS)

|  | Salaries                         | Hours / Week | % of Time | Annual Salary  | Amount Requested |
|--|----------------------------------|--------------|-----------|----------------|------------------|
| 1  | Director                         | 37.50        | 25%       | 56,335         | 14,086           |
| 2  | Program Manager                  | 37.50        | 25%       | 47,482         | 11,870           |
| 3  | Resettlement Supervisor/ Manager | 37.50        | 25%       | 47,482         | 11,871           |
| 4  | Employment Specialist            | 37.50        | 90%       | 29,718         | 26,746           |
| 5  | Employment Specialist            | 37.50        | 90%       | 29,718         | 26,746           |
| 6  | Caseworker                       | 37.50        | 10%       | 29,718         | 2,972            |
| 7  | Caseworker                       | 37.50        | 20%       | 30,264         | 6,053            |
| 8  | Caseworker                       | 37.50        | 20%       | 29,718         | 5,944            |
| 9  | Caseworker                       | 37.50        | 20%       | 29,718         | 5,944            |
| 10                                       | Caseworker                       | 37.50        | 20%       | 34,710         | 6,942            |
| 11                                       | Administrative Assistant         | 37.50        | 20%       | 28,275         | 5,655            |
| 12                                       | Administrative Assistant         | 37.50        | 25%       | 28,548         | 7,137            |
| 13                                       | Resettlement Assistant           | 25.00        | 25%       | 17,381         | 4,345            |
| 14                                       | Resettlement Assistant           | 25.00        | 18%       | 17,410         | 3,134            |
| 15                                       |                                  |              |           |                | -                |
| 16                                       |                                  |              |           |                | -                |
| 17                                       |                                  |              |           |                | -                |
| 18                                       |                                  |              |           |                | -                |
| 19                                       |                                  |              |           |                | -                |
| <b>TOTAL SALARIES REQUESTED FROM DSS</b> |                                  |              |           | <b>456,477</b> | <b>139,444</b>   |



**EMPLOYEE BENEFITS**

| BENEFITS  | STAFF POSITION (# ABOVE) | % or RATE   | AMOUNT REQUESTED FROM DSS |
|---|--------------------------|---|---------------------------|
| Payroll taxes                                     | All                      | 7.65% (Tax rate Federal Social Security and Medicare Taxes) | 10,692                    |
| Medical and other benefits                        | All                      | Medical/dental, life and disability benefits                | 16,173                    |
| Retirement  | All                      | 403(B) Retirement Plan                                      | 5,590                     |
| 403B Matching contribution by Agency              | All                      | 403(B) Retirement Match                                     | 1,869                     |
| <b>TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS</b> |                          |   | <b>34,324</b>             |



**BUDGET - OTHER PROPOSED EXPENSES**

Name: Commonwealth Catholic Charities Program: Refugee Social Services (RSS)

Initial Budget Period: FROM October 1, 2016 TO September 30, 2017

| Line Item                              | Justification<br>(How costs were determined)  | Amount         |
|--|---|----------------|
| Occupancy                              |   | 16,500         |
| Rent and Utilities                     | Prorated and allocated rent, including voice and data communication- Roanoke & Newport News   | 16,500         |
| Travel                                 |   | -              |
| Administrative                         | Estimated cost of travel for mileage reimbursement at \$ 0.50 mile and fuel for Agency vans to transport RSS clients to interviews, job placements, etc . | 4,854          |
| Other                                  |   | 11,982         |
| Interpretation Fees                    | Annualized 2016 spending for Roanoke and Newport News- contract interpreters for job interviews and orientation   | 9,400          |
| General Office Supplies                | Annualized 2016 spending for Roanoke and Newport News   | 2,582          |
| Administrative expense                 |   | 30,196         |
| Administrative                         | Indirect expenses ro partially support costs associated with IT, Finance/Accounting, Management and Human Resources                                       | 30,196         |
| <b>Total amount requested from DSS</b> |   | <b>237,300</b> |

