CONTRACT MODIFICATION AGREEMENT

Date: February 22, 2016
Contract Number: CVS-14-059
Modification Number: Three

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

Contractor: Commonwealth Catholic Charities

Commodity: Virginia Refugee School Achievement Program (VRSAP)

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

Description of Modification:

1. Commonwealth Catholic Charities, Virginia Refugee School Achievement Program (VRSAP) budget amount of $110,124 has been increased by $29,876. The total VRSAP FFY 2016 contract budget amount is now $140,000.

2.

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

Commonwealth Catholic Charities

By: [Signature]

Commonwealth of Virginia
Department of Social Services

By: [Signature]

NAME AND TITLE DATE

NAME AND TITLE DATE
<table>
<thead>
<tr>
<th>Program</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program 1</td>
<td>Supervisory and Management Support for the VRSAP</td>
<td>16,000</td>
</tr>
<tr>
<td>Program 2</td>
<td>Administrative Expense</td>
<td>15,000</td>
</tr>
<tr>
<td>Program 3</td>
<td>Mileage</td>
<td>1,800</td>
</tr>
<tr>
<td>Program 4</td>
<td>Estimated mileage for service provision at $ 0.60 per mile</td>
<td>1,800</td>
</tr>
<tr>
<td>Program 5</td>
<td>Expenses associated with contract interpreters</td>
<td>1,800</td>
</tr>
<tr>
<td>Program 6</td>
<td>Expenses associated with contract interpreters</td>
<td>1,800</td>
</tr>
<tr>
<td>Program 7</td>
<td>Office &amp; Telephone expenses</td>
<td>13,125</td>
</tr>
<tr>
<td>Program 8</td>
<td>Expenses for 2 staff (2.75 FTEs)</td>
<td>13,125</td>
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</table>

**Initial Budget Period:** From October 1, 2015 to September 30, 2016

**Name:** Commonwealth Catholic Charities

**Budget - Other Proposed Expenses**
<table>
<thead>
<tr>
<th>BBM</th>
<th>Total Employee Benefits Requested From DSS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.471</td>
<td>2.8% of payroll (Agency will contribute up to 4% of payroll after one year of service)</td>
</tr>
<tr>
<td>3.530</td>
<td>4.0% of payroll (Agency will contribute 4% of payroll after one year of service)</td>
</tr>
<tr>
<td>6.323</td>
<td>1.6% of payroll for medical/dental, life</td>
</tr>
<tr>
<td>7.696</td>
<td>4.03B deferred, SUI, expense, etc. 8.72% (Tax rate reflects estimated participation in flex medical programs, payroll taxes)</td>
</tr>
</tbody>
</table>

Employee Benefits
<table>
<thead>
<tr>
<th>Month</th>
<th>Amount 31.390</th>
<th>Requested 31.390</th>
<th>100%</th>
<th>Salary 37.52</th>
<th>74%</th>
<th>Time 37.50</th>
<th>100%</th>
<th>Hourly Rate 37.60</th>
<th>90%</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>29.000</td>
<td></td>
<td>100%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Start Position of Title:**

**Program:**

**Initial Budget Period:** From October 1, 2016 To September 30, 2017

**Department Name:** Commonwealth Catholic Charities

**Budget Narrative:**

- Virginia Refugee Student Achievement Project
- School Liaison - Rockville
- School Liaison - Richmond
- School Liaison - Hampton Roads
- School Liaison - Alexandria
- School Liaison - Fredericksburg
<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel</td>
<td>1,500</td>
</tr>
<tr>
<td>Interpretation Fees</td>
<td>1,800</td>
</tr>
<tr>
<td>Occupancy</td>
<td>13,125</td>
</tr>
<tr>
<td>Benefits</td>
<td>20,022</td>
</tr>
<tr>
<td>Salaries</td>
<td>88,253</td>
</tr>
</tbody>
</table>

Program: Virginia Refugee Student Achievement Project

FROM: October 1, 2015 TO: September 30, 2016

OFFEROR NAME: Commonwealth Catholic Charities

Contract CVS-14-059

Attachment: Budget
FY 2016 VRSAP Performance Goals

Newport News

1. All eligible newly arrived refugee minors will receive services through the School Liaison.
   A. 90% of all newly arrived school aged refugee minors will be enrolled in the public school system within 30 days of arrival (based on school year).
   B. The School Liaison will conduct an educational intake on all school aged refugee minors and provide an orientation to refugee parents and minors on VA public school system (rights, responsibilities, regulations, transportation etc) within 3 weeks of arrival.

2. Refugee students already enrolled in the public school system will be served based on needs. Services will include organizing back to school programs, summer school activities, refugee student recognition events and consultation and follow ups as needed with school personnel and parents.
   A. The School Liaison will meet/consult at least once a quarter with all the schools that have current refugee students enrolled to review student performance, issues and challenges including absenteeism, lack of parental involvement etc.
   B. The School Liaison will coordinate with the school in organizing a refugee student recognition event annually.

3. The School Liaison will coordinate or participate in a minimum of 5 school based/community events annually.

4. The School Liaison will conduct parent workshops twice a year to educate refugee parents on their roles and responsibilities and to promote parental involvement in their children’s academic success.

5. The School Liaison will enter VRSAP program data within requested timelines in VNIS in a timely and accurate manner.
FY 2016 VRSAP Performance Goals

Roanoke

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FY 2016 VRSAP Performance Goals

Richmond

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