



Commonwealth of Virginia
DEPARTMENT OF SOCIAL SERVICES

September 16, 2015

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, 2015 through September 30, 2016. The renewal award amount for Refugee Social Services (RSS) is **\$226,000**.

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

Commonwealth Catholic Charities

By: *Joanne Natrass*

Title: *EXECUTIVE DIRECTOR*

Date: *9/28/2015*

Virginia Department of Social Services

By: *Andrea 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.

Attachment: Budget Contract CVS-12-089-05

OFFEROR NAME: Commonwealth Catholic Charities

Initial Budget Period: FROM: October 1, 2015 TO: September 30, 2016 Program: Refugee Social Services

BUDGET CATEGORY	AMOUNT
Salaries	138,370
Benefits	33,327
Occupancy	16,500
Travel	3,700
Other: - Interpretation fees, general office supplies	5,000
General office supplies	1,120
Other - Administrative	27,983
TOTAL REQUESTED FROM DSS	226,000

BUDGET DETAIL - SALARIES AND EMPLOYEE BENEFITS

Offeror Name: Commonwealth Catholic Charities

Initial Budget Period: **FROM:** October 1, 2015 **TO:** September 30, 2016

Program: Refugee Social Services

	Salaries	Hours / Week	% of Time	Annual Salary	Amount Requested	
1	Division Director	37.50	25%	55,000	13,750	
2	Resettlement Supervisor	37.50	30%	40,461	12,138	
3	Resettlement Supervisor	37.50	30%	40,000	12,000	
4	Employment Specialist	37.50	90%	29,000	26,100	
5	Employment Specialist	37.50	90%	29,000	26,100	
6	Caseworker	37.50	20%	29,500	5,900	
7	Caseworker	37.50	20%	30,500	6,100	
8	Caseworker	25.00	35%	17,084	5,979	
9	Caseworker	25.00	18%	17,084	3,075	
10	Caseworker	37.50	20%	33,873	6,775	
11	Caseworker	37.50	20%	29,000	5,800	
12	Resettlement Assistant	37.50	25%	30,746	7,687	
13	Resettlement Assistant	37.50	25%	27,863	6,966	
TOTAL SALARIES REQUESTED FROM DSS				4,480	409,111	138,370

EMPLOYEE BENEFITS

BENEFITS	STAFF POSITION (# ABOVE)	% of RATE	AMOUNT REQUESTED FROM DSS
Payroll taxes	All	9.05 % (Tax rate reflects estimated participation in pre-tax medical programs, 403B deferrals, SUI expense, etc.)	12,188
Medical and other benefits	All	10.06 % of payroll for medical/dental, life and disability benefits	13,926
Retirement	All	3.1 % of payroll (Agency will contribute 4 % of payroll after one year of service)	4,286
403B Matching contribution by Agency	All	2.12 % of payroll (Agency will contribute up to 4 % of payroll after one year of service)	2,927
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS			33,327

BUDGET - OTHER PROPOSED EXPENSES

Name: Commonwealth Catholic Charities

Initial Budget Period: FROM October 1, 2015 TO September 30, 2016

Program: Refugee Social Services

Line Item	Justification (How costs were determined)	Amount
Occupancy		
Rent and Utilities	Pro-rated and allocated rent, including voice and data communication - Roanoke and Newport News	16,500
Travel		
Administrative	Estimated cost of mileage reimbursements at \$ 0.50 mile and fuel for Agency vans to transport RSS clients to interviews, job placements etc.	3,700
Other		
Interpretation Fees	Annualized 2015 spending for Roanoke and Newport News - contract interpreters for job interviews and orientations	6,120
General Office Supplies	Annualized 2015 spending for Roanoke and Newport News	5,000
		1,120
Administrative expense		
Administrative	Indirect expenses to partially support costs associated with IT, Finance/Accounting, Management and Human Resource	27,983
Total amount requested from DSS		226,000