



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: Contract # CVS-14-059

The Virginia Department of Social Services has completed the process of implementing Commonwealth Catholic Charities renewal Sole Source Standard Contract with the Office of Newcomer Services. Now that your Sole Source Standard Contract (CVS-14-059) has been renewed you may begin submitting invoices for reimbursement for services rendered effective October 1, 2016.

Enclosed you will find a signed copy of the Sole Source Standard Contract renewal agreement for your agency's records. Upon review of all enclosed documents, if there are questions or concerns feel free to contact me at (804) 726-7644.

Thank you for your continued partnership and the Office of Newcomer Services looks forward to working with your agency throughout this new contract period.

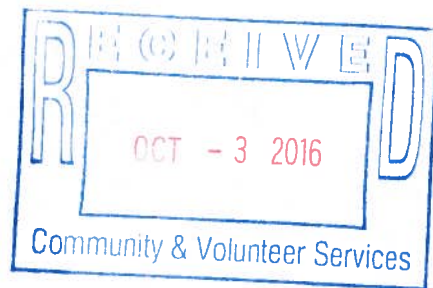
Sincerely,

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 Contract DSS No. CVS-14-059

The Commonwealth of Virginia Department of Social Services, in accordance with the Standard Contract referenced above, VDSS Special Terms and Conditions, Part B, Renewal of Contract, wishes to renew the above referenced Sole Source 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 amounts are **\$100,000** for Refugee Health (RH) in your Newport News and Roanoke offices and **\$115,616** for the Virginia Refugee School Achievement Program (VRSAP) in your Newport News, Richmond City and Roanoke offices. The aforementioned award amounts shall not exceed a total combined expenditure of **\$215,616**.

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: Arden Hendricks

Title: PURCHASING MANAGER

Date: 10-31-16

BUDGET SUMMARY - DSS FUNDS

RSS

TAP

VRSAP

RH X

CONTRACT PERIOD: FROM 10/01/2016 TO 9/30/2017

APPLICANT NAME:

Commonwealth Catholic Charities

BUDGET CATEGORY	JUSTIFICATION (How costs were determined)	TOTAL DSS REQUEST
SALARIES		64,771
EMP. BENEFITS		13,245
POSTAGE		
RENT & UTILITIES		5,609
EQUIPMENT		
PRINTING		
CONSUMABLE SUPPLIES		
TRAVEL		2000
INTERPRETATION FEES		1,691
OTHER (Specify)		12,684
OTHER (Specify)		
OTHER (Specify)		
TOTAL REQUESTED FROM DSS		100,000

Attachment: Budget

OFFEROR NAME: Commonwealth Catholic Charities

Initial Budget Period: FROM: October 1, 2016 TO: September 30, 2017 Program: Virginia Refugee Health (VRH)

BUDGET CATEGORY	AMOUNT
Salaries	64,771
Benefits	13,245
Occupancy	5,609
Interpretation fees	1,691
Travel	2,000
Insurance	-
	-
	-
Other (specify)	12,684
TOTAL REQUESTED FROM DSS	100,000

BUDGET DETAIL - SALARIES AND EMPLOYEE BENEFITS

Offeror Name: Commonwealth Catholic Charities

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

Program: Virginia Refugee Health (VRH)

	Salaries				
	Staff position or Title	Hours / Week	% of Time	Annual Salary	Amount Requested
1	Health Liaison - Roanoke	37.50	100%	30,301	30,301
2	Health Liaison - Newport News	37.50	100%	29,722	29,722
3	Program Manager- Newport News	37.50	5%	47,482	2,374
4	Program Manager - Roanoke	37.50	5%	47,482	2,374
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TOTAL SALARIES REQUESTED FROM DSS				154,987	64,771

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)	4,955
Medical and other benefits	All	Medical, Dental, Life and Disability Benefits	5,582
Retirement	All	403(B) Retirement Plan	2,591
403B Matching contribution by Agency	All	403(B) Retirement Match	117
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS			13,245

BUDGET - OTHER PROPOSED EXPENSES

Name: Commonwealth Catholic Charities

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

Line Item	Justification (How costs were determined)	Amount
Occupancy		
Occupancy, including voice/data communications	Allocated occupancy expenses for staff located in Newport News and Roanoke	5,609
Interpretation fees	Estimated Interpreters fees to support staff	1,691
Travel		
Travel Program	Estimated travel and training expenses for mileage for 2 staff	2,000
Administrative expense		
Program	Indirect expenses to partially cover the costs associated with IT, Human Resources, Finance and Management support for VRH program	12,684
Total amount requested from DSS		100,000

Attachment: Budget

OFFEROR NAME: Commonwealth Catholic Charities

Initial Budget Period: FROM: October 1, 2016 TO: September 30, 2017 Program: Virginia Refugee Student Achievement Project

BUDGET CATEGORY	AMOUNT
Salaries	76,543
Benefits	17,228
Occupancy	2,200
Interpretation fees	1,443
Travel	3,542
Other Admin fee	14,660
Other (specify)	
TOTAL REQUESTED FROM DSS	115,616

BUDGET DETAIL - SALARIES AND EMPLOYEE BENEFITS

Offeror Name: Commonwealth Catholic Charities

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

Program: Virginia Refugee Student Achievement Project

	Salaries	Hours / Week	% of Time	Annual Salary	Amount Requested
1	School liaison - Hampton Roads	37.50	100%	29,250	29,250
2	School liaison - Richmond	37.50	60%	38,596	23,158
3	School liaison - Roanoke	37.50	75%	32,180	24,135
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TOTAL SALARIES REQUESTED FROM DSS				100,026	76,543

EMPLOYEE BENEFITS

BENEFIT	STAFF POSITION (# ABOVE)	% OF OLTG (For new Federal Social Security and Medicare Taxes)	AMOUNT REQUESTED FROM DSS
Retiree leave	AI	7.65%	5,850
Medical and other benefits	AI	Medical, dental, life and disability benefits	5,248
Retirement	AI	403(B) Retirement Plan	3,092
403(B) Matching contribution by Agency	AI	403(B) Retirement Match	3,092
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS			17,280

BUDGET - OTHER PROPOSED EXPENSES

Name: Commonwealth Catholic Charities

Initial Budget Period: FROM October 1, 2014 TO September 30, 2015

Line Item	Justification (How costs were determined)	Amount
Occupancy		
Occupancy, including voice/data communications	Allocated occupancy expense for 3 staff (2.35FTEs) located in the Hampton, Richmond and Roanoke offices	2,200
Interpretation fees		
Interpretation fees	Expenses associated with contract interpreters to assist VRSAP clients	3,000
Travel		
Travel	Estimated mileage for 3 staff (2.25 FTEs) at \$ 0.50 per mile	3,542
Administrative expense		
Administrative expense	Indirect expenses to partially cover the costs associated with IT, Human Resources, Finances, Supervisory and Management support to the VRSAP program	14,660
Total amount requested from DSS		115,616