

CONTRACT MODIFICATION AGREEMENT

JUL 29 '16 PM 3:57

Date: July 19, 2016

Contract Number: CVS-14-059

Modification Number: Four

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:

Commonwealth Catholic Charities, Virginia Refugee School Achievement Program (VRSAP) budget amount of \$140,000 has been increased by \$19,397. The total VRSAP FFY 2016 contract budget amount is now \$159,397. The attached FFY16 VRSAP Low-Cost Extension Budget Award is hereby made part of contract.

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

Commonwealth Catholic Charities

Commonwealth of Virginia
Department of Social Services

By: Joanne D. Natras
JOANNE D. NATRAS
EXECUTIVE DIRECTOR 7/27/2016
NAME AND TITLE DATE

By: Andrea Hendricks
Andrea Hendricks 8-16-16
NAME AND TITLE DATE

PURCHASING MANAGER

FFY16 VRSAP Low-Cost Extension Budget Award

Attachment A

Contractor Name: Commonwealth Catholic Charities
 Contract Number: CVS-14-059
 Program: Virginia Refugee Student Achievement Project (VRSAP)

	Current VRSAP Budget (10/1/15 - 9/30/16)		Modified VRSAP Budget (10/1/15-9/30/16)
Salary	\$ 88,253.00	\$	96,253.00
Emp. Benefits	\$ 20,022.00	\$	20,322.00
Postage			
Rent & Utilities	\$ 13,125.00	\$	13,125.00
Equipment		\$	1,500.00
Interpreter fees	\$ 1,800.00	\$	3,800.00
Consumable Supplies			
Travel	\$ 1,800.00	\$	3,800.00
Communication			
Insurance/ Administrative cost	\$ 15,000.00	\$	15,000.00
Client Services		\$	5,597.00
TOTAL	\$ 140,000.00	\$	159,397.00

Budget Narrative

As per the contract modification for CVS-14-059 (VRSAP-Virginia Refugee School Achievement Program) dated July 19, 2016, Commonwealth Catholic Charities has modified the budget as follows:

Salary, Employment Benefits, Rent, Utilities and Insurance: An \$8,000 salary increase has been added to reflect the salary expense not covered in the original contract. In conversation with Kathy Cooper on 10/6/2015 and follow up on 12/16/2015 and 12/17/2015, CCC was granted a contract modification of \$30,000 to cover the cost of VRSAP in the Richmond office. This funding did not cover the total costs of the position; and it was agreed that if additional funds would become available through VRSAP, a portion of those funds could be used to cover salary.

Interpreter Fees: This line item has been increased by \$2,000 to cover interpretation costs to benefit the refugees being served through the contract. The majority of newly arriving refugee families has little to no understanding of the English language and often need conversations repeated and reinforced in their native language. The cost to provide interpretation for school enrollments and other school related activities had exceeded original budget projections.

Travel: This line item has been increased by \$2,000 to cover additional client related travel expenditures.

Equipment: \$1,500 has been allocated to cover the purchase of three thin clients for staff assigned to the VRSAP program. These computers are needed for the staff to manage and document services provided to the refugee clients in the program.

Client Services: \$5,597 (will be divided amongst the offices based on client need). Funds will be spent to purchase school related supplies and other training and educational items to benefit the VRSAP students.