

CONTRACT MODIFICATION AGREEMENT

Date: August 18, 2014

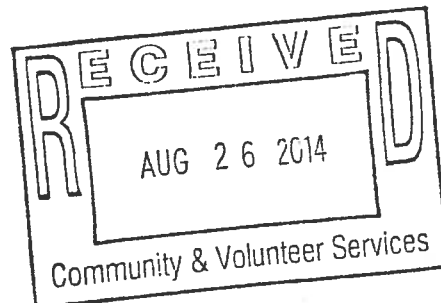
Contract Number: CVS-14-059

Modification Number: One

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 \$108,790 has been increased by **\$13,000**. The new VRSAP new budget is **\$121,790**. As of August 18, 2014, Commonwealth Catholic Charities Sole Source contract amount has been increased to **\$751,425**.

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: *Jornae D. Natrass*  
JORNAE D. NATRASS  
EXECUTIVE DIRECTOR 8/18/2014  
NAME AND TITLE DATE

By: *Andrea Hendricks*  
Andrea Hendricks, Purchasing Mgr  
NAME AND TITLE DATE  
12/16/14

CCC VRSAP Budget Modification

Attachement A

Request for FFY 2014 Budget Modification

Contractor Name: Commonwealth Catholic Charities

Contract Number: CVS-14-059 FEB '14 - Sept '14

Program: Virginia Refugee Student Achievement Project (VRSAP)

	Original FY2014 VRSAP Budget/Award	FY2014 Budget Modification	Revised FY2014 VRSAP Budget/Award
Salary	\$ 60,839.00		\$60,839.00
Employee Benefits	\$ 21,280.00		\$21,280.00
Rent & Utilities	\$ 8,750.00		\$8,750.00
Equipment	\$ -		\$0.00
Postage	\$ 215.00		\$215.00
Printing	\$ 3,666.00		\$3,666.00
Consumable Supplies	\$ 930.00		\$930.00
Travel	\$ 3,300.00		\$3,300.00
Intpretation Fees	\$ 560.00		\$560.00
Insurance	\$ 250.00		\$250.00
Other	\$ 9,000.00		\$9,000.00
ONS Award		\$13,000.00	\$13,000.00
<b>TOTAL</b>	<b>\$ 108,790.00</b>	<b>\$13,000.00</b>	<b>\$121,790.00</b>

## Virginia Refugee School Achievement Program (VRSAP) Work Plan FFY 2014

### **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.



*Commonwealth of Virginia*  
DEPARTMENT OF SOCIAL SERVICES

August 25, 2014

Ms. Theresa Hall, Grant Specialist  
Office of Grants Management  
Department of Health and Human Services  
Administration for Children and Families  
Office of Refugee Resettlement  
901 D Street, S.W., 6<sup>th</sup> Floor  
Washington, DC 20447

Dear Ms. Hall:

**Re:** RSIG "No-Cost Extension"

The Virginia Department of Social Services (VDSS), Office of Newcomer Services (ONS), is writing this letter to request a "no-cost extension" through December 31, 2014, in order to continue with the Refugee School Impact Grant (RSIG) activities for the project period that ended on August 14, 2014. The no-cost extension will allow VDSS, ONS to carry on the successful model of service delivery under RSIG which has served age-eligible refugee children that have been resettled and now currently who reside in the Commonwealth of Virginia. In Virginia, the RSIG program is named the Virginia Refugee Student Achievement Project or VRSAP.

Over the last two years, the project's focus and primary goal has been to assist refugee children in improving their academic performance and to facilitate their social and behavioral adjustment to Virginia's public school system. By granting Virginia this no-cost extension it will allow the VRSAP project to continue to work to directly assist, guide and support eligible refugee students and their families as they navigate Virginia's educational landscape.

Project goals are achieved throughout Virginia in the seven major regions/locales for refugee resettlement: 1) Northern Virginia; 2) Richmond; 3) Harrisonburg; 4) Charlottesville; 5) Hampton

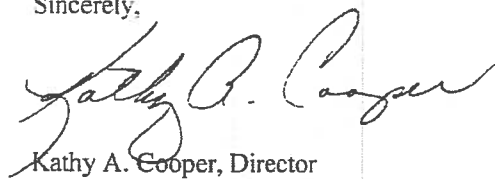
2. VDSS, ONS encountered a significant change in the agency's contract and procurement process required to formally deploy the ORR federal award to ONS to sub-grantees. The "bottom line" impact of changed process caused a six-month delay in executing formal contracts with VRSAP sub-grantees: and
3. No continuation RSIG funding going forward in order for Virginia to insure continuity of its VRSAP project.

For the most part, the VRSAP goals remained unchanged; however the abovementioned changes have caused significant deviations in the project. Program adjustments were made to reflect the reduction in anticipated funding and the delay of executing contracts which affected some of Virginia's VRSAP project activities which was ultimately felt throughout the course of the entire project period.

In closing, the Office of Newcomer Services (ONS) is the federally funded, state administered refugee resettlement program for the state of Virginia. ONS has gained experience and expertise in its work with local school systems in order to create a safe and trusting environment for all refugee children. ONS respectfully request that this "no-cost extension" be approved because the extension of VRSAP's already begun and continued activities and direct services for school age refugee children is a seemingly integral part to the model for comprehensive refugee resettlement for the Commonwealth of Virginia (See Enclosure - VRSAP Project Timeline).

Note: All of Virginia's VRSAP Program Progress Reports (PPR) and Financial Status Reports (FSR) are current and on file with ORR.

Sincerely,



Kathy A. Cooper, Director  
Virginia Office of Newcomer Services

Enclosure

cc: Mr. Rezene Hagos, ORR, State Analyst