

CONTRACT MODIFICATION AGREEMENT

Date: August 31, 2015
Contract Number: CVS-12-089-03
Modification Number: One
Issued By: Commonwealth of Virginia
Department of Social Services
Division of Community and Volunteer Services
Office of Newcomer Services
Contractor: International Rescue Committee
Commodity: Refugee Social Services (RSS)

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

Description of Modification:

1. International Rescue Committee, Refugee Social Services (RSS) budget amount of \$190,000 has been increased by \$8,000 for Specialty Services & Skills Training for Earning Potential (STEP). The total RSS FFY 2015 contract budget amount is now \$198,000.

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

International Rescue Committee

Commonwealth of Virginia
Department of Social Services

By: Kim Gildersleeve

By: Andrea Hendricks

Kim Gildersleeve Associate Director
NAME AND TITLE
DATE 9/10/2015

Andrea Hendricks, Purchasing Mgr.
NAME AND TITLE
DATE 10-06-15

IRC Charlottesville – RSS - FY2015 - DSS No. CVS-12-089-03 - Amendment

I. Budget Summary

Class Category	Amount
a. Personnel	\$ 107,052
b. Fringe Benefits	\$ 29,975
c. Travel	\$ -
d. Equipment	\$ -
e. Supplies	\$ 888
f. Contractual	\$ 19,440
g. Construction	\$ -
h. Other	\$ 24,146
i. Total Direct Charges	\$ 181,501
j. Total Indirect Charges	\$ 16,499
k. Total Charges	\$ 198,000

II. Budget Details

a. Personnel	Base Salary	Monthly Salary	# of Months	FTE	Total (Rounded)
Employment Specialist	35,196 \$	2,933	12	0.50	\$ 17,598
Manager, Resettlement Services	45,459 \$	3,788	12	0.33	\$ 15,001
Employment Supervisor	41,026 \$	3,419	12	0.50	\$ 20,513
Family Support Coordinator	57,498 \$	4,792	12	0.130	\$ 7,475
Logistics Coordinator	36,140 \$	3,012	12	0.418	\$ 15,107
Case Worker	32,611 \$	2,718	12	0.23	\$ 7,501
Case Worker	33,258 \$	2,772	12	0.232	\$ 7,716
Executive Director	85,342 \$	7,112	12	0.123	\$ 10,497
Finance Manager	45,885 \$	3,824	12	0.123	\$ 5,644
Total Personnel:					\$ 107,052

b. Fringe Benefits	Total Personnel	Fringe Rate	
Total Fringe Benefits	\$ 107,052	28.0%	\$ 29,975

c. Travel	Staff	Item(s)	Days/Nights	Cost per Item	
1) Trip #1 - City, State					
Airfare		1	1	\$ -	\$ -
Lodging		1		\$ -	\$ -
Per Diem		1		\$ -	\$ -
Ground Transportation		1	1	\$ -	\$ -
2) Trip #2 - City, State					
Airfare		1	1	\$ -	\$ -
Lodging		1		\$ -	\$ -
Per Diem		1		\$ -	\$ -
Ground Transportation		1	1	\$ -	\$ -
Total Travel					\$ -

d. Equipment	# of Items	Cost per Item	
Equipment 1		\$ -	\$ -
Equipment 2		\$ -	\$ -
Total Equipment			\$ -

e. Supplies	# of Items	Cost per Item per Mont	# of Months
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Consumable Supplies	1	\$	74.00	12	\$	888
Computers, Copiers, etc					\$	-
Total Supplies					\$	888

f. Contractual	# of hours/month	Cost per hour	# of Months			
ELT Contract	\$ -			\$		9,480
Interpretation	41.5	\$ 20	12	\$		9,960
Subgrant 3	\$ -			\$		-
Subgrant 4	\$ -			\$		-
Subgrant 5	\$ -			\$		-
Total Contractual				\$		19,440

g. Construction	# of Items	Cost per Item			
Total Construction		\$ -		\$	-

h. Other

	Mileage	Staff/Items Etc	# of Months	\$ Per Mile		
Mileage	199.2	1	12	\$ 0.560	\$	1,339
STEP - Client Scholarships		4	1	\$1,450.00	\$	5,800

	Cost per Item	Staff/Items Etc	# of Months			
Occupancy	\$ 7,801	0.123	12.00	\$		11,514
Facilities Maintenance	\$ 501	0.123	12.00	\$		739
Telephone/Internet	\$ 941	0.123	12.00	\$		1,389
Postage, Courier & Delivery	\$ 109	0.123	12.00	\$		161
Equipment Rental	\$ 422	0.123	12.00	\$		623
Software Purchase/Maintenance	\$ 157	0.123	12.00	\$		232
Printing/Copying	\$ 8	0.123	12.00	\$		12
Vehicle Operations	\$ -	0.123	12.00	\$		-
Vehicle Insurance	\$ -	0.123	12.00	\$		-
Dues & Registrations	\$ -	0.123	12.00	\$		-
Subscriptions	\$ -	0.123	12.00	\$		-
Bank Charges	\$ 10	0.123	12.00	\$		15
Meeting & Conferences	\$ 208	0.123	12.00	\$		307
General Insurance	\$ 583	0.123	12.00	\$		861
Sundry	\$ 782	0.123	12.00	\$		1,154
Total Other				\$		24,146

i. Total Direct Costs				\$	181,501
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j. Indirect Charges	Direct Charges	Subgrant > \$25,000	\$ for ICR Calc	ICR Rate		
Total Indirect Charges	\$ 181,501	\$ -	\$ 181,501	9.09%	\$	16,499

k. Total Charges				\$	198,000
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