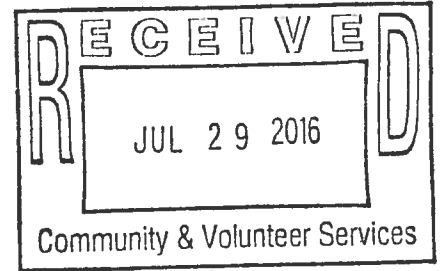


ORIGINAL

CONTRACT MODIFICATION AGREEMENT



Date: July 21, 2016

Contract Number: CVS-14-060

Issued By: Commonwealth of Virginia
 Department of Social Services
 Division of Community and Volunteer Services
 Office of Newcomer Services

Contractor: Lutheran Social Services of the National Capital Area

Commodity: Virginia Refugee School Achievement Program (VRSAP)

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

Description of Modification:

Lutheran Social Services of the National Capital Area, Virginia Refugee School Achievement Program (VRSAP) budget amount of \$45,000 has been increased by \$7,905. The total VRSAP FFY 2016 contract budget amount is now \$52,905. 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.

Lutheran Social Services
of the National Capital Area

Commonwealth of Virginia
Department of Social Services

By: Christine P. Connell

By: Andrea Hendricks

Christine P. Connell, CEO 7/28/16
NAME AND TITLE DATE

Andrea Hendricks 8-16-16
NAME AND TITLE DATE

PURCHASING MANAGER

To: Andrea Hendricks, Manager, General Services
From: Brent Sutton, Program Operations Specialist, Office of Newcomer Services
Subject: Justification of expenditures over 25 percent, and request to allow
Date: July 29, 2016

Requested Action: ONS requests that General Services allow Office of Newcomer Services to exceed 25 percent increase to Lutheran Social Services VRSAP contract amount.

Background:

On June 28, 2016 the Office of Refugee Resettlement was notified in a letter to the state refugee coordinator that it was awarding \$66,428 to Virginia for the Refugee School Impact Grant (RSIG). The RSIG is a federal discretionary grant awarded to Virginia for over 10 years. Up till now, the grant has operated on a fiscal year budget of August 14 to August 13, as set by the federal government. Beginning with fiscal year 2017, ORR will award RSIG funds to states by formula and subject to the actual federal fiscal year. The additional funds allow the states to fund the August 15 – September 30 impending gap caused by this transition.

As you know, over the years ONS has placed the RSIG grant funds on the refugee social services grant platform because a) RSIG has been allocated to our refugee resettlement offices under contract for employment services, and b) the resettlement offices, as part of their contractual obligations, must develop a comprehensive resettlement plan (CRP) for all refugees served; Virginia uses its RSIG funds to pay for services provided to families and schools through school liaisons, and those services are incorporated into the CRP.

Issue: Because of the small amount of the funds and the short time frame for their use, ONS allocated the funds based on the percentages each contractor was originally awarded for the FY 2016 contract period. When the additional dollars were added to the Lutheran Social Services contract (CVS 14-060), it was discovered that this increased the VRSAP dollars in the contract by 37%, partially because of an adjustment that was made to the FY 2016 contract amount.

These funds were unanticipated well into the contract year. ONS has moved quickly but diligently and planfully to add them to the existing contracts to cover the month and a half budget gap created by ORR'S transition of the RSIG grant and budget period. Our intent was to allocate the funds equitably by percentage, since all contractors faced the same situation, and were treated without partiality. Further, the amount of actual dollars involved is small.

ONS requests that an exception be made to the 25% procurement rule for the existing allocation for VRSAP funds for Lutheran Social Services.

FFY16 VRSAP Low-Cost Extension Budget Award

FFY 2016 VRSAP Budget

Contractor Name: Lutheran Social Services

Contract Number: School Liaison 232

Program: Virginia Refugee Student Achievement Project (VRSAP)

	Current VRSAP Budget (10/1/15 - 8/15/16)	VRSAP Budget Award (8/15/16-9/30/16)
Salary	\$31,930.00	\$0.00
Emp. Benefits	\$5,399.10	\$0.00
Postage	\$120.00	
Rent & Utilities	\$480.00	\$0.00
Equipment		
Printing	\$180.00	\$2,500.00
Consumable Supplies	\$220.00	\$1,700.00
Travel	\$2,400.00	\$1,000.00
Communication		\$0.00
Insurance	\$180.00	\$0.00
Client Services/ADM. OVERHEAD	\$4,090.91	\$2,705.00
TOTAL	\$45,000.01	\$7,905.00