

CONTRACT MODIFICATION AGREEMENT

Date: October 7, 2014
Contract Number: CVS-14-060
Modification Number: One
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: Refugee Health (RH)
Virginia Refugee School Achievement Program (VRSAP)

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

Description of Modification:

1. Lutheran Social Services of the National Capital Area, Refugee Health (RH) budget amount of **\$55,000** will remain the same for FFY 2015.
2. Lutheran Social Services of the National Capital Area, Virginia Refugee School Achievement Program (VRSAP) budget amount of **\$20,000** has been increased by **\$26,918**. The total FFY 2015 contract budget is **\$101,918**.

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

By: Melissa Yune

Title: Executive Director

Date: 10/21/14

Virginia Department of Social Services

By: Andree Hendricks

Title: PURCHASING MANAGER

Date: 12-16-14

BUDGET SUMMARY - DSS FUNDS

OFFEROR NAME Lutheran Social Services of the National Capital Area

Contract Period FROM 10/1/14 TO 09/30/15

BUDGET CATEGORY	LIAISON	TOTAL DSS REQUEST
SALARIES	\$30,000.00	\$30,000.00
EMP. BENEFITS	\$7,719.00	\$7,719.00
POSTAGE	\$120.00	\$120.00
RENT & UTILITIES	\$1,833.73	\$1,833.73
EQUIPMENT	\$0.00	\$0.00
PRINTING	\$180.00	\$180.00
CONSUMABLE SUPPLIES	\$220.00	\$220.00
TRAVEL	\$2,400.00	\$2,400.00
PROFESSIONAL LIABILITY INS	\$180.00	\$180.00
OTHER (ADM. OVERHEAD)	\$ 4,265.27	\$4,265.27
TOTAL REQUESTED FROM DSS	\$46,918.00	\$46,918.00

BUDGET SUMMARY - DSS FUNDS REFUGEE SCHOOL LIAISON

SUB-GRANT PERIOD: FROM 10/1/2014 SUB-GRANTEE NAME: Lutheran Social Services of the National Capital Area

BUDGET CATEGORY	JUSTIFICATION (How costs were determined)	TOTAL DSS REQUEST
SALARIES		\$ 30,000.00
EMP. Expense		\$ 7,719.00
POSTAGE		\$ 120.00
EQUIPMENT		
RENT & UTILITIES		
TRAVEL	Utilities, Phones, and fax	\$ 1,833.73
PROFESSIONAL LIABILITY		\$ 2,400.00
PRINTING		\$ 180.00
SUPPLIES		\$ 180.00
INDIRECT		\$ 220.00
TOTAL REQUESTED FROM DSS		\$ 4,265.27
		\$ 46,918.00

* Awarded funds cannot be used to supplant existing funds.

BUDGET - OTHER PROPOSED EXPENSES REFUGEE SCHOOL LIAISON
OFFEROR NAME Lutheran Social Services of the National Capital Area

Contract Period FROM 10 / 1 / 14 TO 09 / 30 / 15 Program: REFUGEE SCHOOL LIAISON

LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DSS FUNDS
POSTAL TOTAL		
Administrative		
Program		
RENT AND UTILITIES TOTAL		
Rent		\$ 1,833.73
Utilities		\$ -
Tel. Home	Landlines, cellular phones and internet	\$ 1,000.00
EQUIPMENT TOTAL		\$ 833.73
PRINTING TOTAL		\$ 180.00
Administrative		
Program		
CONSUMABLE SUPPLIES TOTAL	OFFICE SUPPLIES	\$ 220.00
Office		
Program		

BUDGET - OTHER PROPOSED EXPENSES REFUGEE SCHOOL LIAISON

OFFEROR NAME Lutheran Social Services of the National Capital Area

Contract Period FROM 10 / 1 / 14 TO 09 / 30 / 15 Program: VRSAP SCHOOL LIAISON

LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DSS FUNDS
TRAVEL TOTAL		\$ 2,400.00
Administrative		
Program		
OTHER TOTAL		
Insurance	PROFESSIONAL LIABILITY	\$ 180.00
Other (specify)	10% Indirect Expenses	

TOTAL AMOUNT REQUESTED FROM DSS: \$ 4,813.73

BUDGET SUMMARY - DSS FUNDS

HEALTH LIAISON

OFFEROR NAME Lutheran Social Services of the National Capital Area

Contract Period FROM 10/1/14 TO 09/30/15

BUDGET CATEGORY	HEALTH LIAISON	TOTAL DSS REQUEST
SALARIES	\$32,960.00	\$32,960.00
EMP. BENEFITS	\$9,919.41	\$9,919.41
POSTAGE	\$120.00	\$120.00
RENT & UTILITIES	\$3,135.59	\$3,135.59
EQUIPMENT	\$0.00	\$0.00
PRINTING	\$315.00	\$315.00
CONSUMABLE SUPPLIES	\$420.00	\$420.00
TRAVEL	\$2,850.00	\$2,850.00
PROFESSIONAL LIABILITY INS	\$280.00	\$280.00
OTHER (ADM. OVERHEAD)	\$5,000.00	\$5,000.00
TOTAL REQUESTED FROM DSS	\$55,000.00	\$55,000.00

BUDGET SUMMARY - DSS FUNDS MEDICAL LIAISON

SUB-GRANT PERIOD: FROM 10/1/2014 SUB-GRANTEE NAME: Lutheran Social Services of the National Capital Area

BUDGET CATEGORY	JUSTIFICATION (How costs were determined)	TOTAL DSS REQUEST
SALARIES		\$ 32,960.00
EMP. Expense		\$ 9,919.41
POSTAGE		\$ 120.00
EQUIPMENT		\$ -
RENT & UTILITIES	Utilities, Phones, and fax	\$ 3,135.59
TRAVEL		\$ 2,850.00
PROFESSIONAL LIABILITY		\$ 280.00
PRINTING		\$ 315.00
SUPPLIES		\$ 420.00
INDIRECT		\$ 5,000.00
TOTAL REQUESTED FROM DSS		\$ 55,000.00

* Awarded funds cannot be used to supplant existing funds.

BUDGET - OTHER PROPOSED EXPENSES MEDICAL LIAISON
OFFEROR NAME Lutheran Social Services of the National Capital Area

Contract Period FROM 10 / 1 / 14 TO 09 / 30 / 15

LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DSS FUNDS
POSTAL TOTAL		
Administrative Program		
RENT AND UTILITIES TOTAL		
Rent		\$ 3,135.59
Utilities		\$ 500.00
Telephone	Landlines, cellular phones and internet	\$ 1,800.00
EQUIPMENT TOTAL		\$ 835.59
PRINTING TOTAL		\$ 315.00
Administrative Program		
CONSUMABLE SUPPLIES TOTAL		\$ 420.00
Office Program	OFFICE SUPPLIES	

BUDGET - OTHER PROPOSED EXPENSES MEDICAL LIAISON CONTINUED

OFFEROR NAME Lutheran Social Services of the National Capital Area

Contract Period FROM 10 / 1 / 14 TO 09 / 30 / 15

LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DSS FUNDS
TRAVEL TOTAL		\$ 2,850.00
Administrative Program		
OTHER TOTAL		
Insurance	PROFESSIONAL LIABILITY	\$ 280.00
Other (specify)	10% Indirect Expenses	

TOTAL AMOUNT REQUESTED FROM DSS:

\$ 7,000.59