

ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT
2100 CLARENDON BOULEVARD SUITE 500
ARLINGTON, VIRGINIA 22201

NOTICE OF CONTRACT AMENDMENT

TO: Ethiopian Community Development Council, Inc. 901 S. Highland Street Arlington, VA 22204	DATE ISSUED: <u>June 28, 2019</u>
	AGREEMENT NO: <u>293-11-EP</u>
	AGREEMENT TITLE: <u>'Supportive Services To Africans'</u>

THIS IS A NOTICE OF A CONTRACT AMENDMENT AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE VENDOR RECEIVES A VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS

The contract term covered by this Notice of Amendment is effective July 1, 2019 thru June 30, 2020.

The above referenced contract is amended as follows:
See Amendment No.12.

CONTRACT DOCUMENTS:

The contract documents consist of the terms and conditions of the Agreement 293-11, including any Exhibits and Attachments.

EMPLOYEES NOT TO BENEFIT:

NO COUNTY EMPLOYEE SHALL RECEIVE ANY SHARE OR BENEFIT OF THIS CONTRACT NOT AVAILABLE TO THE GENERAL PUBLIC.

VENDOR CONTACT: Sarah Zullo	TELEPHONE NO.: (703) 685-0510 x203
	EMAIL ADDRESS: szullo@ecdCUS.org
COUNTY CONTACT: Arogya Singh	TELEPHONE NO.: 703-228-1603
	EMAIL ADDRESS: Asingh1@arlingtonva.us

CONTRACT AUTHORIZATION

NAME: Vanessa Moorehead
TITLE: Procurement Officer
TELEPHONE NO: (703) 228-3405
EMAIL ADDRESS: vmoorehead@arlingtonva.us

Distribution: Contractor: 1 Contract Folder: 1 Administrative Officer: 1 Purchasing Admin: 1

**ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT
2100 MCCLENDON – SUITE 500
ARLINGTON, VIRGINIA 22201
AGREEMENT No. 293-11-EP
*Previously Agreement No. 293-11***

AMENDMENT NUMBER 12

This **Amendment Number 12** (“Amendment”) is made on the date of execution of the Amendment by the County and amends **Agreement Number 293-11** dated June 30, 2008 (“Main Agreement”) as amended by Amendments 1 through 10 and made between Ethiopian Community Development Council, Inc. 901 S. Highland Street, Arlington, Virginia 22204 (“Contractor”) and the County Board of Arlington County, Virginia (“County”).

The County and the Contractor amend the Contract Term, Contract Amount, Invoicing, Contract Number, and Scope of Work called for under the Main Agreement as follows:

1. REVISE THE CONTRACT TERM PARAGRAPH AS FOLLOWS:

The Contractor shall provide the agreed upon services beginning July 1, 2019 and, shall continue until June 30, 2020.

2. REVISE THE CONTRACT AMOUNT PARAGRAPH AS FOLLOWS:

For services rendered by the Contractor and accepted by the Project Officer, the County shall pay the Contractor a total of \$140,573 in four (4) equal quarterly payments (according to the attached budget, Attachment A). The County shall not pay the Contractor any other sum under this Agreement.

3. REVISE PAYMENT

The Contractor will submit an invoice at the beginning of each quarter and the County will pay the Contractor in four equal quarterly payments in the amount of \$35,143.25.

The Contractor will submit back-up documentation for each of the previous quarter’s payment by October 15, January 15, April 15 and July 15. Back-up documentation must be approved by the Project Officer. Failure to submit the required back-up documentation within the specified due date may result in a delay in payments from the County.

4. REVISE CONTRACT NUMBER

The Contract number is hereby changed to 293-11-EP to identify the Contract as an Exempt Purchase Agreement EP30: Goods and personal services for direct use by individual recipients of public assistance programs as defined in section 37.1-1 of the Code of Virginia.

5. REVISE PREVIOUS SCOPE OF WORK FOR THIS AGREEMENT AS FOLLOWS:

I. GENERAL DESCRIPTION OF SERVICES

The goal of these contractual services is to provide immigrants and refugees residing in Arlington County with a variety of supportive services. These services must be designed to help clients achieve self-sufficiency. Specific programmatic components of the services provided are immigration legal services, housing referral services, health education and referral services, and employment services.

II. SERVICES BY THE CONTRACTOR

The Contractor shall:

- A. Provide sufficient staffing to fulfill the contract requirements.
- B. Meet with the County Project Officer when requested or needed to provide program updates, policy reviews, recommend changes, and to discuss program related issues and problems that may arise.
- C. Make accessible all financial and client case records for monitoring by DHS staff.
- D. Be responsible for maintenance of all financial records and supporting documentation.

III. DELIVERY OF SERVICE

The Department of Human Services is committed to ensuring that its service providers deliver effective, equitable, understandable, trauma informed and respectful quality care. The services delivered must be responsive to diverse cultural beliefs and practices, experiences of racism, preferred languages, health literacy, and other communication needs. Grantees must demonstrate that all clients receiving services in their program are approached, engaged and cared for in a culturally and linguistically competent manner, including but not limited to: Cultural identity, racial and/or ethnic, religious/spiritual ascription, gender, physical capability, cognitive level, sexual orientation, and linguistic needs. Within a broad construction of culture, service provision must also be tailored to age, diagnosis, developmental level, geographical and educational needs.

IV. PROGRAMMATIC REPORTS

The Contractor shall submit to the County Project Officer a quarterly Programmatic Report due by October 15, January 15, April 15, and July 15. (Please see Attachment B, Quarterly Programmatic Report and Demographics). Each Programmatic Report must be accompanied by a narrative report which will detail any program successes or set-backs.

Failure to submit these forms and acceptable support documentation within the prescribed timeframe may delay the disbursement of DHS funds.

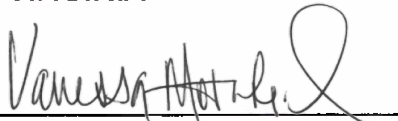
VI. ADMINISTRATIVE CAP

An administrative cap of ten percent (10%) is allowable under this contract. Program administration costs are defined to include, but not limited to, rent, staff salaries for oversight and general management, and utilities. Prior to execution of the contract, the Contractor will submit to Arlington DHS the line items and amounts that it proposes be charged to the administrative cap. The final approval of such administrative costs shall be made exclusively by Arlington County DHS.

All other terms and conditions of the Main Agreement, as amended shall remain in full force and effect.

WITNESS THESE SIGNATURES:

THE COUNTY BOARD OF ARLINGTON
COUNTY, VIRGINIA


SIGNED: 

PRINT NAME: VANESSA MOOREHEAD

TITLE: PROCUREMENT OFFICER

DATE: 6/28/2019

ETHIOPIAN COMMUNITY
DEVELOPMENT COUNCIL

SIGNED: 

PRINT NAME: Tsehaye Teferra

TITLE: President

DATE: 6/28/19

**ARLINGTON COUNTY, VIRGINIA
 AGREEMENT NO. 294-11-EP
 ATTACHMENT A - BUDGET**

Ethiopian Community Development Council FY 2020 Budget Template		
	FTE	Total
Personnel:		
Director	0.04	\$4,201
Community Advocate	1	\$68,464
Family Enrichment Specialist	0.36	\$23,671
Employment Specialist	0.3	\$18,725
Client Service Coordinator	0.13	\$7,940
Administrative Assistant	0.1	\$2,974
Total Personnel	1.93	\$125,974
Non-Personnel:		
Local Travel		\$300
Office Supply		\$242
Total Non-Personnel		\$542
Admin Cap Rate		10%
Admin Cap		\$14,057
Grand Total		\$140,573
Grant Amount		\$140,573
Admin Cap		
Salary, Benefit, Equipment Rental, Insurance, Licenses and Taxes, Maintenance, Upkeep, Postage and Shipping, Printing, Professional Fees, Outreach and advertising, Supplies, Telephone and Internet, Technology, Travel, and Utilities.		\$14,057
Total	0	\$14,057

**ARLINGTON COUNTY, VIRGINIA
 AGREEMENT NO. 294-11-EP
 ATTACHMENT B – QUARTERLY PROGRAMATIC AND DEMOGRAPHICS REPORT**

Organization Name: ECDC							
FY20 - Quarterly Programmatic Report	Annual Contracted Targeted Goal	Q1	Q2	Q3	Q4	Total (Actual Year-End)	
Clients Served							
# of unduplicated asylee/refugee and/or other immigrant Arlington residents provided with employment services	100					0	
# of unduplicated asylee/refugee and/or other immigrant Arlington residents provided with housing services	75					0	
# of unduplicated asylee/refugee and/or other immigrant Arlington residents provided with health services and education	150					0	
# of unduplicated Arlington residents provided with legal immigration consultation and representation	190						
Total unduplicated clients served	300	0	0	0	0	0	
Outcomes Measures							
# and % of refugees, SIVs, asylees, or asylees (Arlington residents) who achieved gained employment	85 85%						
# and % of approved affirmative legal immigration cases closed within the quarter	95%						

**ARLINGTON COUNTY, VIRGINIA
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 ATTACHMENT B – QUARTERLY PROGRAMATIC AND DEMOGRAPHICS REPORT**

Unduplicated Demographics of Clients Served	Q1	Q2	Q3	Q4	Total (Actual Year-End)
<u>Race</u>					
American Indian or Alaskan Native					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White					
Hispanic or Latino					
Other					
Don't Know/Declined to Answer					
<u>Age</u>					
Under 18					
18-24 years old					
25-39 years old					
40-60 years old					
60+ years old					
Don't Know/Declined to Answer					
<u>Residency</u>					
Arlington residents served					
Other residents served					
<u>Gender</u>					
Male					
Female					
Transgender					
Non-Binary					
Other					
Don't Know/Declined to Answer					
<u>Country of Origin</u>					
Add a row for every country of origin served					