

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

CONTRACT AMENDMENT COVERPAGE

<b>TO:</b> ETHIOPIAN COMMUNITY DEVELOPMENT COUNCIL, INC. 901 SOUTH HIGHLAND STREET ARLINGTON, VA 22204	ORIGINAL DATE ISSUED: CONTRACT NO: CONTRACT TITLE:	JUNE 30, 2008 293-11-EP SUPPORTIVE SERVICES TO AFRICANS
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**THIS IS A NOTICE OF CONTRACT AMENDMENT AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE VENDOR RECEIVES A VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS.**

The Contract Documents consist of the terms and conditions of Arlington County Agreement No. 293-11-EP, including any exhibits, attachment, or amendments thereto.

**EFFECTIVE DATE:** JULY 1, 2020  
**EXPIRES:** JUNE 30, 2021  
**RENEWALS:** THERE ARE NO RENEWALS  
**COMMODITY CODE(S):** 95200  
**LIVING WAGE:** N

**ATTACHMENTS:**  
AMENDMENT NO. 13

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

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<b><u>VENDOR CONTACT:</u></b> SARAH ZULLO	<b><u>VENDOR TEL. NO.:</u></b>	<b><u>(703) 685-0510 X203</u></b>
<b><u>EMAIL ADDRESS:</u></b> <a href="mailto:SZULLO@ECDCUS.ORG">SZULLO@ECDCUS.ORG</a>		
<b><u>COUNTY CONTACT:</u></b> AROGYA SINGH, DHS	<b><u>COUNTY TEL. NO.:</u></b>	<b><u>(703) 228-1603</u></b>
<b><u>COUNTY CONTACT EMAIL:</u></b> <a href="mailto:ASINGH1@ARLINGTONVA.US">ASINGH1@ARLINGTONVA.US</a>		

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**PURCHASING DIVISION AUTHORIZATION**

**Kaylin Schreiber** Title: Procurement Officer Date: 7/15/2020

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**ARLINGTON COUNTY, VIRGINIA  
AGREEMENT NO. 293-11-EP  
AMENDMENT NUMBER 13**

This **Amendment Number 13** (“Amendment”) is made on **July 17, 2020** and amends **Agreement Number 293-11-EP** dated June 30, 2008, (“Main Agreement”) between **Ethiopian Community Development Council, Inc.** Contractor”) and the **County Board of Arlington County, Virginia** (“County”).

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

**1. ADD THE LIMITED ENGLISH PROFICIENCY CLAUSE**

The Contractor must comply with Executive Order 13166, Title VI of the Civil Rights Act of 1964 and make reasonable efforts to ensure that as part of the services that it provides, adequate communication services, including interpretation and translation, are available to persons who have limited English proficiency. If such services are not included in the Contract’s scope of services and pricing, the Contractor will use a County-contracted service provider, and the County will make arrangements with a County-contracted service provider and pay the fees.

**2. CONTRACT TERM**

The Contractor shall provide the agreed upon services beginning July 1, 2020 and shall continue until June 30, 2021.

**3. CONTRACT AMOUNT:**

For services rendered by the Contractor and accepted by the Project Officer, the County will pay the Contractor \$140,573 for the above-referenced contract term. The County will pay the Contractor in four (4) equal quarterly payments for the services provided through this contract as stated in the attached budget (see Attachment 1, Budget). The Contractor shall submit an invoice quarterly, on or before the first day of the start of each quarter (July 1, October 1, January 1, and April 1), each in the amount of \$35,143.25. At the end of each quarter, the Contractor shall submit documentation to reconcile quarterly expenses no later than the 15<sup>th</sup> of the month after the quarter ends (October 15, January 15, April 15 and July 15). Failure to submit the required back-up documentation within the specified due date may result in delayed payments from the County, funding recapture, or deobligation.

The County will pay the Contractor up to \$950.00 for language interpretation and translation services for FY21 as stated in the attached budget (Attachment 1-A, Budget). The additional \$950 shall be provided through reimbursement on a quarterly basis. The Contractor must submit a separate invoice and it must include a copy of the original invoice from the interpretation service provider as back-up documentation. The invoice must include the client’s initials, date and units of service and total cost.

**4. REPLACE PREVIOUS SCOPE OF WORK, EXHIBIT B, WITH THE FOLLOWING:**

## **EXHIBIT B**

### **SCOPE OF SERVICES**

#### **I. General Description of Services**

The Contractor shall provide individuals and families who have recently arrived in the United States from other countries (newcomers) and currently live in Arlington County, with a variety of supportive services, including housing assistance and referral, employment assistance and referral, health education assistance and referral, and immigration legal consultation and representation of affirmative cases. The services are designed to help those individuals and families achieve self-sufficiency.

#### **II. Statement of Work**

The Contractor shall provide supportive and qualified employment services to a minimum of fifty (50) unduplicated Arlington resident newcomers, provide housing subsidy information and referrals to at least fifty (50) unduplicated Arlington resident newcomers and health education information, referrals to at least fifty (50) unduplicated resident newcomers, and provide immigration legal consultation and representation of affirmative cases to at least fifty (50) unduplicated Arlington resident newcomers.

The Contractor must have policies and procedures in place to ensure that all services address the cultural and linguistic needs of clients. The Contractor must keep a case file for each client/family served and document the services provided. At a minimum, case files must include:

- A signed Release of Information form; form must allow for naming third parties with whom information will be shared and the specific information to be shared,
- Assessments,
- Copies of clients' resumes, job offers (where applicable), and wage information,
- Referrals and follow ups,
- Immigration intake forms, copies of immigration legal applications and G-28s filed,
- Copies of other relevant documentation
- Detailed case notes of the types of services/referrals provided, outcomes of these services, and any follow up required or completed; language assistance that was provided either through staff or a contracted language service. Case files must indicate when the case was closed.

The Contractor must have a Quality Assurance Process in place including policies and procedures to ensure that services were provided in accordance with the Contractor's internal policies and to ensure they meet contract requirements. Case files must indicate when internal reviews were conducted for quality assurance.

Specific functions and activities that must be carried out by the Contractor are as follows:

- A. Provide qualified employment services to a minimum of fifty (50) unduplicated Arlington resident newcomers.**

1. Conduct a thorough assessment of clients' skill sets, employment and educational background, and what Standard Occupational Category (SOC) clients are interested in.
2. Network with area employers to link clients to available job openings.
3. Host job fairs and career panels to connect clients to employers.
4. Refer clients to the Arlington Employment Center and other agencies to receive workforce development services, job training and job search assistance.
5. Track outcomes accordingly in file, based on job gained, average hourly wage, and job retention after ninety (90) calendar days.

**B. Provide housing subsidy information and referrals to at least fifty (50) unduplicated Arlington resident newcomers.**

1. Assess and assist clients in meeting their housing needs.
2. Keep a referral log of referrals made to Arlington residents for housing-related needs to Arlington Department of Human Services (DHS) and other area non-profits.
3. Ensure staff make knowledgeable referrals to best connect Arlington residents in need to housing-related services.

**C. Provide health education information and referrals to at least fifty (50) unduplicated Arlington resident newcomers.**

1. Assess and assist clients in meeting their health-related needs.
2. Keep a referral log of referrals made to Arlington residents for health-related needs to Arlington DHS and other area non-profits.
3. Ensure staff make knowledgeable referrals to best connect Arlington residents in need to health-related services.

**D. Provide immigration legal consultation to screen clients for any and all potential forms of immigration relief under the law prior to submitting an application and representation of affirmative immigration cases to include filling out a G-28, Notice of Entry of Appearance as Attorney or Accredited Representative for at least fifty (50) Arlington resident newcomers.**

1. Ensure completed immigration intake eligibility form is included in 100% of the files.
2. Ensure case notes document steps taken in the case, when application was mailed, when application was received, any updates or *Requests for Evidence* (RFEs) on the case, and case approvals/denials and outcomes.
3. Ensure copies of all immigration applications completed and accompanying G-28 forms are in client files.
4. Keep a referral log of referrals made to Arlington residents for immigration-related needs that cannot be provided at Ethiopian Community Development Council.
5. Ensure staff make knowledgeable referrals to best connect Arlington residents to affordable and qualified legal immigration providers.
6. Ensure signed Release of Information form to share clients' information/file with third parties, and that those third parties with authorization are designated in file for 100% of files, where applicable.

- 7. Keep a record of immigration case outcomes per each closed case in a spreadsheet or database. This will serve as back-up documentation for quarterly data reported on percentage of cases closed that are approved/denied.

**E. LIMITED ENGLISH PROFICIENCY (LEP):** In accordance with the Limited English Proficiency Clause, the Contractor must have policies and procedures in place to implement the services including staff training. Policies must be made available upon request.

**III. Performance Standards and Reporting**

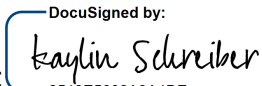
The Contractor shall provide one (1) or more of the above services to a minimum of two hundred (200) unduplicated Arlington newcomer residents. Deliverables and outcomes shall be documented and reported quarterly, using the Quarterly Programmatic Report template (Attachment 2). Quarterly reports are due on October 15, January 15, April 15, July 15.


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

ETHIOPIAN COMMUNITY DEVELOPMENT COUNCIL, INC.

SIGNED: DocuSigned by:  
  
2643E5602A3A4DE...

SIGNED: DocuSigned by:  
  
A04B6EFTCE574E8...

PRINT NAME: Kaylin Schreiber

PRINT NAME: Tsehaye Teferra

TITLE: Procurement Officer

TITLE: President/CEO

DATE: 7/16/2020

DATE: 7/16/2020

**ARLINGTON COUNTY, VIRGINIA  
AGREEMENT NO. 293-11-EP  
AMENDMENT NUMBER 13**

**ATTACHMENT 1 – BUDGET**

<b>Ethiopian Community Development Council, Inc. FY 2021 Budget</b>		
	<b>FTE</b>	<b>Total</b>
<b>Personnel:</b>		
Director	0.04	\$4,201
Community Advocate	1.00	\$68,464
Family Enrichment Specialist	0.36	\$23,671
Employment Specialist	0.30	\$18,725
Client Service Coordinator	0.13	\$7,940
Administrative Assistant	0.10	\$2,974
<b>Total Personnel</b>	<b>1.93</b>	<b>\$125,974</b>
<b>Non-Personnel:</b>		
Local Travel		\$300
Office Supply		\$242
<b>Total Non-Personnel</b>		<b>\$542</b>
Admin Cap Rate		10%
<b>Admin Cap</b>		<b>\$14,057</b>
<b>Grand Total</b>		<b>\$140,573</b>
Grant Amount		\$140,573
<b>Admin Cap</b>		
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
<b>Total</b>	<b>0</b>	<b>\$14,057</b>

**ARLINGTON COUNTY, VIRGINIA**

**AGREEMENT NO. 293-11-EP  
AMENDMENT NUMBER 13**

**ATTACHMENT 1-A – BUDGET**

<b>Ethiopian Community Development Council, Inc. FY 2021 Budget - Language Assistance</b>		
	<b>FTE</b>	<b>Total</b>
<b>Non-Personnel</b>		
Language Assistance		\$950
<b>Total Non-Personnel</b>		<b>\$950</b>
<b>Grand Total</b>		<b>\$950</b>

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**ATTACHMENT 2 – QUARTERLY PROGRAMMATIC REPORT**

Organization Name: ECDC						
FY21 - Quarterly Programmatic Report	Annual Contracted Targeted Goal	Q1	Q2	Q3	Q4	Total (Actual Year-End)
<b><u>Clients Served</u></b>						
# of unduplicated asylee/refugee and/or other immigrant Arlington residents provided with employment services	50					0
# of unduplicated asylee/refugee and/or other immigrant Arlington residents provided with housing services	50					0
# of unduplicated asylee/refugee and/or other immigrant Arlington residents provided with health services and education	50					
# of unduplicated asylee/refugee and/or other immigrant Arlington residents provided with immigration legal consultation and representation	50					0
<b>Total unduplicated clients served</b>	<b>200</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>Outcomes Measures</u></b>						
# and % of refugees, SIVS, asylees, or asylees (Arlington residents) who gained employment.	85 85%					
Average wage of Arlington residents who gained employment.	\$15					
# and % of Arlington residents who retain employment after 90 days.	70%					
# and % of approved affirmative legal immigration cases closed within the quarter	95%					



Unduplicated Demographics of Clients Served	Q1	Q2	Q3	Q4	Total (Actual Year-End)
<b><u>Race</u></b>					
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					
<b><u>Age</u></b>					
Under 18					
18-24 years old					
25-39 years old					
40-60 years old					
60+ years old					
Don't Know/Declined to Answer					
<b><u>Residency</u></b>					
Arlington residents served					
Other residents served					
<b><u>Gender</u></b>					
Male					
Female					
Transgender					
Non-Binary					
Other					
Don't Know/Declined to Answer					
<b><u>Country of Origin</u></b>					
Add a row for every country of origin served					