

**ARLINGTON COUNTY, VIRGINIA
AGREEMENT NO. 19-071-1-RFP-LW
AMENDMENT NUMBER 16**

This Amendment Number 16 (“Amendment”) is made on the date of execution by the County and amends Agreement Number 19-071-1-RFP-LW (“Main Agreement”) dated December 5, 2019 between Arlington Street People’s Assistance Network, Inc. (“Contractor”) and the County Board of Arlington County, Virginia (“County”).

The County and the Contractor agree to amend the Main Agreement as follows:

- 1. PURSUANT TO CLAUSE 4, CONTRACT TERM, THE AGREEMENT IS HEREBY RENEWED FOR THE PERIOD OF JANUARY 1, 2024 TO DECEMBER 31, 2024.**

- 2. ADD THE FOLLOWING TO PARAGRAPH 5. CONTRACT AMOUNT**

The County will pay the Contractor up to \$122,548 for the period of November 20, 2023 to March 31, 2024 for the 2023/2024 hypothermia program, as reflected in the attached Revised Exhibit B. The Contractor will be permitted to continue hypothermia services, with no additional budget, until April 15, 2024 with prior written approval from the Project Officer.

The Contractor must submit monthly reimbursement invoices no later than the 15th day of each month for the preceding month for hypothermia expenses to the County’s Project Officer, who will either approve the invoice or require corrections. The final reimbursement invoice must be sent no later than May 15, 2024.

Hypothermia invoices must be accompanied by supporting documentation including, payroll reports, general ledger reports and any other documentation of costs incurred.

- 3. PURSUANT TO CONTRACT CLAUSE 6. CONTRACT PRICE ADJUSTMENTS, THE CONTRACT AMOUNT IS HEREBY INCREASED BY 5%, FOR THE 12 MONTH PERIOD ENDING DECEMBER 31, 2024.**

- 4. ADD THE FOLLOWING TO EXHIBIT A, SCOPE OF SERVICES**

10. TRANSITION REQUIREMENTS

Continue all operations and reporting per the terms of the Contract for the duration determined by the County. When the Contract terminates for any reason, the Contractor shall collaborate with the County in order to successfully transition clients to a new contractor’s facilities as follows:

- A. Participate actively and in good faith with the County and new contractor, as needed, to plan for and carryout client relocation.
- B. Assist and facilitate client relocation, including packing client property and other necessary preparations as determined by the County.
- C. In collaboration with the County, communicate information clearly and timely to clients regarding their relocation to mitigate challenges and anxiety.

D. Turn over all hardcopy client records requested by the Project Officer to the County. Records are due to the County within 15 days of a new contract award. Updated records that reflect services rendered during the transition period are due to the Project Officer within 15 days of contract termination. Hardcopy records include, but are not limited to:

1. Psychosocial Assessment
2. Treatment Plan
3. Medical Screening
4. Risk Screening
5. Daily Living Activities (DLA20)
6. Doctor's Orders
7. Nutritional Plan
8. Face Sheet
9. Uniform Assessment Instrument

E. Within 15 days of contract termination, provide an error-free Consolidated Clinical Document (CCD) in electronic Comma Separated Value (CSV) format for each client that includes, but is not limited to:


1. Patient demographics
2. Patient history
3. Medications
4. Allergies
5. Procedures
6. Encounters
7. Problem lists
8. Diagnosis
9. Lab results
10. Immunizations
11. Health risk factors

5. REPLACE EXHIBIT B, CONTRACT PRICING, IN ITS ENTIRETY WITH THE ATTACHED.

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

WITNESS THESE SIGNATURES:

THE COUNTY BOARD OF ARLINGTON
COUNTY, VIRGINIA

AUTHORIZED SIGNATURE: 
534895882496484...
Meloni Hurley

NAME: _____
Assistant Purchasing Agent

TITLE: _____

DATE: 11/27/2023

PATHFORWARD, INC.

AUTHORIZED SIGNATURE: 
F80EAT3E1B834EF...
Betsy Frantz

NAME: _____
President & CEO

TITLE: _____

DATE: 11/20/2023

EXHIBIT B

Budget A –Base Budget for Year 5 January 1 – December 31, 2024 (includes CPI-U increase of 5%)

PathForward - Homeless Services Center			
Year 5 Budget			
	Annualized Salary	FTE	Amount
Personnel:			
Chief Operating Officer	\$138,020	0.22	\$30,248
Shelter Director	\$113,871	1.06	\$120,450
Assistant Shelter Director	\$68,885	0.84	\$57,925
Nurse Practitioner	\$168,000	0.80	\$133,674
Volunteer Coordinator	\$50,000	0.40	\$20,051
Kitchen Manager / CHEF	\$65,779	0.99	\$65,154
Cook	\$37,440	0.92	\$34,457
Day/Outreach Manager	\$68,468	0.91	\$62,049
Day/Outreach Case Manager	\$68,000	0.79	\$54,027
Day/Outreach Monitor A	\$41,600	0.94	\$38,999
Day/Outreach Monitor B	\$41,600	0.62	\$25,999
Case Managers (3.0 FTEs)	\$55,750	3.00	\$124,877
Shelter Monitors (11.24 FTEs)	\$41,600	11.24	\$438,352
Total Salary	\$959,013	22.73	\$1,206,262
Fringe Benefits Rate			11.50%
Total Fringe Benefits Cost			\$138,720
Total Personnel			\$1,344,983
Transportation			\$5,570
Medical			\$11,139
Client Assistance			\$1,114
Laundry & Housekeeping			\$12,253
Food			\$97,349
Operating Supplies			\$13,367
Cleaning			\$44,558
Repair and Replacement			\$5,570
Total Non-Personnel			\$ 190,920
Total Cost			\$1,535,903
Indirect Rate			10%
Indirect Cost			\$153,590.32
Grand Total			\$ 1,689,493
Grant Amount			\$1,689,493
Match Requirement			
Match Source	In-Kind	Cash	Total
Match Assistant (1.0 FTE)	\$0	\$10,300	\$10,300
Volunteers		\$0	\$0
In-kind Food, Goods and Services	\$158,567	\$0	\$158,567
Foundation Contributions	\$0	\$75,082	\$75,082
Total	\$ 158,567	\$ 85,382	\$243,949

Budget B – 2023/2024 Hypothermia 7th Floor Budget
November 20, 2023 – March 31, 2024

Line Item	Budget
Shelter Monitor	\$ 89,964.00
Temporary Staff	\$ 28,084.00
Hotel Expenses	\$ 4,500.00
TOTAL	\$ 122,548.00