

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

**NOTICE OF CONTRACT AMENDMENT**

TO:	DATE ISSUED:	<u>June 21, 2016</u>
Suzanne Wagner	AGREEMENT NO:	<u>S68-15</u>
Housing Innovations	AGREEMENT TITLE:	<u>HUD Application Services</u>
235 Walnut Road		
Lake Peekskill, New York 10537		

**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, 2016 thru October 31, 2019.

The above referenced contract is amended as follows:  
See Amendment No.2 : Exhibit A Scope of Services

The contract documents consist of the terms and conditions of the Agreement dated October 3, 2014 including any Exhibits, Attachments or Amendments.

**EMPLOYEES NOT TO BENEFIT:**

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

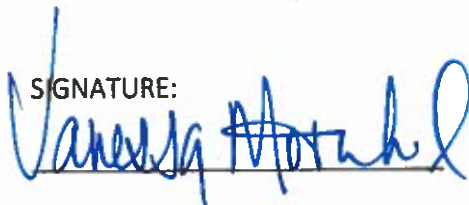
VENDOR CONTACT: Suzanne Wagner	TELEPHONE NO.:	(917) 612-5469
	EMAIL ADDRESS:	swagner@housinginnovations.us
COUNTY CONTACT: Ela Bledwoski	TELEPHONE NO.:	703-228-1410
	EMAIL ADDRESS:	Ebledwoski@arlingtonva.us

**CONTRACT AUTHORIZATION**

NAME: Vanessa Moorehead

TITLE: Procurement Officer

SIGNATURE:



6/21/16  
Date

ARLINGTON COUNTY, VIRGINIA  
AGREEMENT NO. 568-15  
AMENDMENT NUMBER 2

This Amendment Number 1 ("Amendment") is made on the date of execution of the Amendment by the County and amends Agreement Number 568-15, made between Housing Innovations ("Contractor") authorized to do business in the Commonwealth of Virginia, and the County Board of Arlington County, Virginia ("County").

Whereas the County and the Contractor desire to amend the Work called for under the Main Agreement, the Contractor and the County, in consideration of the promises and other good and valuable consideration specified in this Amendment, amend the Main Agreement as follows.

**REVISE EXHIBIT A, SCOPE OF SERVICES TO INCLUDE THE FOLLOWS:**

The below scope of services may be amended each year, in conjunction with requirements for the United States Department of Housing and Urban Development (HUD)'s application process. The requirements below may not be a complete list of services needed each year.

For the 2017 HUD Application, the Contractor shall perform the following tasks:

Scope of Work

	Hrs.
1 Review debriefing summary for the previous year's HUD application to identify areas of lost points and present strategies to strengthen the areas which are applicable to the current HUD application.	4
2 Prepare highlights of important changes to current NOFA and provide strategic guidance regarding reallocation, ranking, bonus and other high priority application areas.	4
3 Prepare schedule outlining all key activities needed to complete the Project Applications and Project Priority Listing including a checklist of all materials needed and the designation of the responsible parties.	4
4 Prepare communication with and guidance for project applicants.	8
5 Provide template application and requirements for new project funds and provide guidance on new project application review and selection.	6
6 Respond to inquiries from new and renewal applicant agencies and DHS regarding application process and provide technical assistance o HUD requirement and e-snaps.	10
7 Review up to 10 new and/or renewal project applications as selected by DHS and provide strategic feedback aimed at maximizing new project awards and ensuring renewal funding 12 hours	12
8 Conduct 2 <sup>nd</sup> round review for up to 10 project applications prior to HUD submission.	8
9 Using evaluations results provided by the CoC, work with the Steering committee to finalize project ranking.	4
10 Participate remotely in meetings with CoC leaders and/or members to review HUD requirements, discuss issues to be resolved for the application, and strategize methods to increase competitiveness of the application.	8

- |   |   |
|---|---|
| 11 Prepare and submit the application: HI will draft all sections of the CoC application. HI will gather information for all sections of the application by conference call, or in writing if more productive, and include and attach all information necessary to create a complete application. DHS will review and approve all sections of the application and electronic files for attachments. HI will return to DHS the completed application, after the review, for submission in e-snaps.<br>45 hours | 45                                      |
| 12 Complete Project Priority Listings in e-snaps  | 2                                       |
| 13 Compile, prepare and advise DHS on attachments   | 6                                       |
| 14 Final review of priority listing and notification of CoC when the application is complete and ready to be submitted in e-snaps.  | 1                                       |
| 15 Participate in debriefing and document strategies in areas where the CoC will need to consider changing based on what HI saw in current application.   | 3                                       |
|   | total hours 125                         |
|   | total cost @160/hour, up to \$20,000.00 |

Terms and Conditions

The work and payment called for under this Amendment shall be subject to all terms and conditions of the Agreement. All terms and conditions of the Agreement shall remain in full force and effect for the work covered by this Amendment unless specifically changed by the terms and conditions of this Amendment.

WITNESS these signatures:

THE COUNTY BOARD OF ARLINGTON  
VIRGINIA

HOUSING INNOVATIONS COUNTY,

AUTHORIZED  
SIGNATURE: \_\_\_\_\_



AUTHORIZED  
SIGNATURE: \_\_\_\_\_



 NAME: MICHAEL E. BEVIS  
TITLE: PURCHASING AGENT

NAME AND  
TITLE: Suzanne Wagner, Principal, Housing Innovations

DATE: \_\_\_\_\_

6/21/16

DATE: \_\_\_\_\_

6/20/2016