

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

NOTICE OF CONTRACT AMENDMENT

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| TO: | DATE ISSUED: | July 11, 2017 |
| Suzanne Wagner | AGREEMENT NO: | 568-15 |
| Housing Innovations | AGREEMENT TITLE: | HUD Application Services |
| 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, 2017 thru October 31, 2019.

The above referenced contract is amended as follows:
See Amendment No.4

The contract documents consist of the terms and conditions of the Agreement dated October 14, 2014 including any Exhibits, Attachments or Amendments.

EMPLOYEES NOT TO BENEFIT:

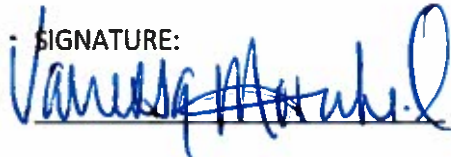
NO COUNTY EMPLOYEE SHALL RECEIVE ANY SHARE OR BENEFIT OF THIS CONTRACT NOT AVAILABLE TO THE GENERAL PUBLIC.

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| VENDOR CONTACT: Suzanne Wagner | TELEPHONE NO.: | (917) 612-5469 |
| | EMAIL ADDRESS: | swagner@housinginnovations.us |
| COUNTY CONTACT: Arogya Singh | TELEPHONE NO.: | 703-228-1603 |
| | EMAIL ADDRESS: | @arlingtonva.us |

CONTRACT AUTHORIZATION

NAME: Vanessa Moorehead

SIGNATURE:



TITLE: Procurement Officer

7/11/17
Date

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

ARLINGTON COUNTY, VIRGINIA
 AGREEMENT NO. 568-15
 AMENDMENT NUMBER 4

This Amendment Number 4 ("Amendment") is made on the date of execution of the Amendment by the County and amends Agreement Number 568-15 dated October 14, 2014 ("Main Agreement"), amended by Amendments 1 through 3, and made between Housing Innovations LLC, 235 Walnut Road, Lake Peekskill, New York 10537 ("Contractor") and the County Board of Arlington County, Virginia ("County").

Whereas the County and the Contractor desire to amend the Contract Price Adjustment and Scope of Services 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.

1. REVISE THE PRICE ADJUSTMENT PARAGRAPH (5) TO READ AS FOLLOWS:

5. PRICE ADJUSTMENT

The Contract Unit price shall remain at \$165.00 per hour effective at execution of this amendment throughout the contract Term, unless the contractor requests a price adjustment, and the County approves such an adjustment. The County will pay the Contractor up to a total of \$67,600 for activities required by the Scope of Services for the period of July 1, 2017 through June 30, 2018.

2. REVISE EXHIBIT A SCOPE OF SERVICES AS FOLLOWS:

| Task #1: 2017 CoC Consolidated Application | |
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| Review debriefing summary for FY2016 application provided by HUD to identify areas of lost points and strategies to strengthen the 2017 application score. | 4 Hours |
| Prepare highlights of important NOFA components/changes and provide strategic guidance regarding reallocation, ranking, bonus and other high priority application areas. | 4 Hours |
| Prepare schedule outlining all key activities needed to complete the Project Applications and Project Priority Listing, including a checklist of all materials needed and responsible parties. | 4 Hours |
| Prepare communication with and guidance for project applicants. | 4 Hours |
| Provide guidance on new project application review and selection. | 2 Hours |
| Respond to inquiries from new and renewal applicant agencies & DHS regarding application process and provide technical assistance on HUD requirements and e-snaps. | 8 Hours |
| Review up to 12 new and/or renewal project applications, as selected by DHS and provide strategic feedback aimed at maximizing new project awards and ensuring renewal funding. | 14 Hours |
| Conduct 2 nd round review for up to 12 new and renewal project applications prior to HUD submission. | 8 Hours |

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| Using evaluation results provided by the CoC, work with the Priorities and Steering Committees to finalize project ranking. | 4 Hours |
| 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 Hours |
| Prepare and submit the application: HI will work with DHS staff to develop an assembly checklist for the CoC Application that includes narrative sections and charts, attachments, materials/data needed for each section and to collect and track all information and documents needed; HI will draft all narrative 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; HI will participate in HUD webinars, review HUD application instructions and CPD communications, monitor HUD Exchange website for relevant information and updates and work with DHS staff to make adjustments as necessary. | 45 Hours |
| Complete Project Priority Listing in e-snaps. | 2 Hours |
| Compile, prepare and advise DHS on attachments and posting requirements. | 6 Hours |
| Final Review of Consolidated Application and notification of DHS when the application is complete and ready to be submitted in e-snaps. | 1 Hour |
| Participate in debriefing and document strategies to improve 2018 application score. | 3 Hours |
| Subtotal | 117 Hours |

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| Task #2: Project Planning & Initial Input from CoC Stakeholders | |
| Convene quarterly project planning meetings with DHS (2 HI staff). Includes preparation of meeting agendas and documentation of next steps. | 16 Hours |
| Prepare project timeline and adjust timeline as needed upon release of the registration notice and NOFA. | 4 Hours |
| Schedule and conduct two remote interviews or meetings with local stakeholders as identified by DHS, to obtain input on deliverables specified in tasks #3 through #5 below. Includes preparation of interview questions or meeting materials. | 8 Hours |
| Document key findings from the interviews. | 2 Hours |
| Subtotal | 30 Hours |

| Task #3: Renewal Evaluation, New Project Application, Reallocation & Project Ranking | |
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| Obtain information from DHS regarding strengths and challenges of existing processes and local strategic goals and priorities, as necessary. | 2 Hours |
| Draft recommendations to improve efficiency and align processes with current HUD requirements and guidance and local strategic goals and priorities. Share draft recommendations with DHS for vetting with local stakeholders. | 4 Hours |
| Incorporate stakeholder feedback. | 2 Hours |
| Based on the recommendations, propose: updates to renewal evaluation standards; data collection processes and tools, including a consumer survey instrument; data analysis, grievance and corrective action processes; new project application and scoring tool; new project application review process; gaps analysis and project prioritization, reallocation and ranking process; and timeline that provides ample time for project selection, reallocation, prioritization, and ranking. | 28 Hours |
| Provide draft materials to DHS for vetting with local stakeholders and incorporate stakeholder feedback | 4 Hours |
| Update renewal evaluation data analysis and reporting tool. | 12 Hours |
| Propose adjustments as necessary upon release by HUD of the CoC Registration Notice and NOFA. | 4 Hours |
| Update policy language about the renewal evaluation, new project application and selection, reallocation, and project prioritization and ranking processes to include in the CoC Governance documents. | 4 Hours |
| Provide technical assistance on use of the data analysis and reporting tool. | 4 Hours |
| Subtotal | 64 Hours |

| Task #4: Evaluation of Centralized Intake | |
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| Review current centralized intake policies and procedures and evaluate them compared to HUD standards. Identify any possible conflicts between the requirements and any omissions that may be present. | 10 Hours |
| Conduct an onsite assessment of procedures and operations including meeting with key stakeholders such as: Community Assistance Bureau Chief, Clinical Coordination Program (CCP) Manager, CCP Intake staff, CCP Case Management staff, and Customer Service Center staff; Behavioral Healthcare Division Treatment on Wheels staff; Aging and Disability Services Division staff; Child and Family Services Division staff; Staff in nonprofit organizations that receive the households for their respective programs (i.e., Doorways for Women and Families, A-SPAN, B2i, VOAC, and New Hope Housing); Interested CoC members; and Diversion Specialist, | 52 Hours |

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| Diversion Specialist's supervisor. (Includes 2 staff for 2 days and preparation of visit agenda, handouts, and interview questions) | |
| Review current assessment forms and procedures and identify any modifications or additions needed to strengthen the coordinated intake process. | 8 Hours |
| Review outcome measures being used to track the performance of the centralized intake system and assess the level of system outputs compared to the level of effort in implementing the program. | 8 Hours |
| Provide in draft and final form an evaluative report on the Centralized Intake process as implemented by the CoC. The report will: identify system strengths, areas in which the system can be strengthened to increase efficiency, improve outcomes or increase compliance with HUD requirements, and make recommendations for improvements. | 32 Hours |
| Subtotal | 110 Hours |

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| Task #5: Project Monitoring | |
| Assist in developing a plan for monitoring of grantees in 2017-2018 program year, including customizing a monitoring tool, and developing monitoring protocols and instruments. | 12 Hours |
| Assist in the development of a risk assessment model to identify high- risk grantees for prioritization of monitoring and a plan to periodically review grantees that do not appear at high risk. | 4 Hours |
| Provide remote support in developing monitoring notification materials including a list of documents to be submitted in advance. | 4 Hours |
| Provide remote support in pre-visit review of materials submitted. | 4 Hours |
| Provide on-site support in program monitoring. HI will provide fiscal and program monitors to review one program chosen by DHS and/or the CoC leadership. HI will provide hands-on training in the monitoring and remote assistance to DHS staff in preparing for the visit and drafting a report summarizing monitoring results. HI will also address any questions/concerns DHS staff have regarding monitoring. | 32 Hours |
| Provide remote support in developing a monitoring follow-up plan process to address high priority findings and in reviewing the plan submitted by the chosen site. | 2 Hours |
| Based on the on-site monitoring, HI will assist DHS in refining/revising monitoring tools and protocols. HI will also provide remote support to DHS and address and assist in resolving any issues that arise in ongoing monitoring by DHS. | 8 Hours |
| Subtotal | 66 Hours |
| Total No of Hours | 387 |

387 hours @ \$165/hour = \$63,855.00

Travel Cost: \$3,745.00 including one 1.5-day trip for two people for on-site monitoring, and one 2.5-day trip for two people to inform the evaluation of Centralized Intake. Travel Cost will be reimbursed based on the Federal GSA schedule.

Total cost: \$63,855.00 plus \$3,745.00 = \$67,600.00

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: Michael E. Bevis

TITLE: Purchasing Agent

DATE: 7/11/17

HOUSING INNOVATIONS LLC

SIGNED: 

PRINT NAME: Suzanne Wagner

TITLE: Principal

DATE: 7/09/2017